

Issued November 4, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

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Ad 4 S B  
700. 311 (SR)INSTRUCTIONS FOR DETERMINING RATES OF DEDUCTION FOR  
ADMINISTRATIVE EXPENSES 1939 SUGAR BEET PROGRAM

The rates of deduction for county administrative expenses under the 1939 Sugar Beet Program will be determined by the State office in accordance with the instructions contained herein. Such rate for any county shall be obtained by dividing the amount of expenses incurred and estimated to be incurred in administering the 1939 Sugar Beet Program in such county in the period January 1, 1939, through December 31, 1939, inclusive, by the amount of payments to be made with respect to the 1939 crop of sugar beets in such county, and will be expressed as a percentage and rounded to the nearest tenth, as, for example "2.1 percent."

Data relating to the amount of expense incurred with respect to the 1939 Sugar Beet Program in any county will be available in the State office for the period January 1, 1939, through December 31, 1939, inclusive, except that if the percentage rate of deduction is to be determined for any county prior to December 31, 1939, it will be necessary to obtain from the county committee of such county an estimate of the expenses to be incurred during the period beginning with the first day of the month following the last month for which an approved voucher for county administrative expense (Form ACP-8) is on file in the State office, and extending through December 31, 1939. The county committee's estimate of such expenses should be examined by the State committee and adjusted if the State committee deems adjustment necessary.

Data relating to the amount of payments to be made with respect to the 1939 crop of sugar beets will be secured as follows: Each sugar beet county should be requested to notify the State office when all sugar beet applications have been forwarded to the State office and in view of the relatively small number of applications to be submitted from any county, county offices should be instructed to send all applications to the State office together, if possible. Upon receipt of all applications from a county the State office will compute the payments on such applications in accordance with instructions outlined in SB-315(SR). The total amount of payments computed for a county shall be determined by adding the amounts shown in item 16, section III, on all sugar beet applications in the county.

The determination of the percentage rate of deduction shall be made on Form SB-311A (SR), Computation Sheet for Determination of Rate of Deduction for County Administrative Expense, 1939 Sugar Beet Program. Form SB-311A (SR), a copy of which is attached hereto, should be mimeographed in the State office in sufficient quantity to meet the needs of the State.



Form SB-311A (SR) should be prepared in quadruplicate, the original and one copy should be forwarded to the Director of the Southern Division, one copy should be retained by the State office and the remaining copy forwarded to the county office.

Form SB-311A (SR) is to be executed as follows:

1. Enter the name of the State and the county in the spaces provided.
2. Entries for items 1, 2, and 3 are self-explanatory.
3. Enter in item 4 the total of the entries in item 7, section III, for all SB-310's for the county.
4. Enter in item 5 the total of the entries in item 11, section III for all SB-310's for the county.
5. Enter in item 6 the total of the entries in item 14, section III, for all SB-310's for the county.
6. Enter in items 7, 8 and 9 the results of the computations indicated. Note: The entry in item 7 should agree with the total of the entries in item 15, section III, for all SB-310's for the county. The entry in item 8 should agree with the total of the entries in item 16, section III for all SB-310's for the county.

Upon completion of the execution of items 1 through 9, Form SB-311A (SR), the certification of the form shall be executed by the Secretary to the State committee.

Approval of the percentage rate of deduction by the Director of the Southern Division need not be secured prior to the making of payments to individual producers under the 1939 Sugar Beet Program.

After the percentage rate of deduction has been determined for each county the following certification shall be prepared in duplicate.

I hereby certify that the rate of deduction for administrative expenses in \_\_\_\_\_ county under the 1939 Sugar Beet Program has been determined by the State Committee to be \_\_\_\_\_%.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Officer in Charge

The original of such certification shall be transmitted to the Chief of Party of the General Accounting Office, Preaudit Section, for the State. The copy of such certification shall be retained in the State office.



COMPUTATION SHEET FOR DETERMINATION OF RATE OF  
DEDUCTION FOR COUNTY ADMINISTRATIVE EXPENSE

1939 Sugar Beet Program

1. Amount of expenses for administering sugar beet program  
in county from January 1, 1939, to \_\_\_\_\_, 1939.. \$ \_\_\_\_\_
2. Amount of expenses estimated to be incurred in adminis-  
tration of program from \_\_\_\_\_, 1939, to December  
31, 1939 ..... \$ \_\_\_\_\_
3. Total expenses to be deducted from payments to producers  
(sum of items 1 and 2) ..... \$ \_\_\_\_\_
4. Total commercially recoverable sugar from sugar beets har-  
vested in county for extraction of sugar ..... (cwt.) \_\_\_\_\_
5. Amount of sugar with respect to which abandonment payments  
will be approved ..... (cwt.) \_\_\_\_\_
6. Amount of sugar with respect to which deficiency payments  
will be approved ..... (cwt.) \_\_\_\_\_
7. Total sugar for payment (sum of items 4, 5, and 6) ..... (cwt.) \_\_\_\_\_
8. Estimated payments to producers (item 7 x \$0.60) ..... \$ \_\_\_\_\_
9. Rate of deduction for county administrative expenses  
(item 3 ÷ item 8) ..... (percent) \_\_\_\_\_

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CERTIFICATION

I hereby certify that all entries and computations on this  
SB-311A have been made in accordance with instruction in SB-311.

By \_\_\_\_\_  
(On behalf of State Committee)

\_\_\_\_\_  
(Date)

Page 30  
Date 10-10-60

Page 30  
Date 10-10-60

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U. S. DEPARTMENT OF JUSTICE

Washington, D. C. 20535

1. Name of person to whom the information was furnished: \_\_\_\_\_
2. Name of person to whom the information was furnished: \_\_\_\_\_
3. Name of person to whom the information was furnished: \_\_\_\_\_
4. Name of person to whom the information was furnished: \_\_\_\_\_
5. Name of person to whom the information was furnished: \_\_\_\_\_
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Page 30

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Page 30

Page 30



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR DETERMINING THE RATE OF DEDUCTION  
FOR COUNTY ADMINISTRATIVE EXPENSES  
1939 SUGAR BEET PROGRAM

Part I - County Associations Section

The County Associations Section shall furnish the Application for Payment Section the following data to be used by the Application for Payment Section in determining the rate of deduction for administrative expenses in connection with the 1939 Sugar Beet Program.

1. The amount expended by each county in connection with the 1939 Sugar Beet Program from January 1, 1939, through December 31, 1939:
  - a. If the amount expended for December 1939 is not available, the actual amount expended through November 30, 1939, plus an estimate for the month of December shall be used.
  - b. The actual expense data will be obtained by adding the amounts entered in line 5 of each Form NCR-County No. 7.
2. The following data which must be obtained from each county in which sugar beets were planted for harvest in 1939:
  - a. Total estimated sugar with respect to which abandonment payments will be approved by the county committee.
    - (1) The county office shall be advised that in making such estimate, consideration shall be given to
      - (a) the acreage abandoned because of drought, flood, storm, freeze, disease, or insects, and
      - (b) the normal yield in sugar per acre for such acreage. In estimating the amount of the abandonment payment care should be taken to see that only one-third of the normal production of abandoned acreage is used.
  - b. Total estimated sugar with respect to which deficiency payments will be approved by the county committee.

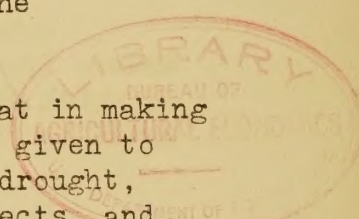
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- (1) The county office shall be advised that in making such estimate, consideration shall be given to data with respect to the 1939 crop as shown in columns 39 to 43, inclusive, of the listing sheet, SB-309. Deficiency payments made for any farm are to be computed on the amount by which 80 percent of the normal production for the farm exceeds the actual production for the farm.

Each county office shall be requested to furnish the above information to the State office as soon as possible after the Forms SB-307, 1939 Sugar Beet Marketing Report, from all sugar companies who process sugar beets produced in the county have been forwarded to the county office. Estimates received from the county offices shall be carefully examined by the State committee and necessary adjustments made before submitting the data to the Application for Payment Section.

The foregoing information shall be prepared in duplicate. The original thereof, signed by the person in charge of the County Associations Section, shall be forwarded to the person in charge of the Application for Payment Section, and the copy thereof shall be filed in the County Associations Section.

After the rate of deduction has been determined, a copy of the signed and dated Form SB-311A, will be received from the Application for Payment Section to be filed in the County Associations Section.

#### Part II - Application for Payment Section

Upon receipt of the information set forth in Part I of this procedure from the County Associations Section, Form SB-311A, a sample copy of which is attached hereto, shall be prepared in quintuple. These forms shall be typed or mimeographed in the State office.

1. Enter in the upper right-hand corner the name of the State, the name of the county, and the State and county code.
2. Enter in item 1 the amount of county expense chargeable to the 1939 Sugar Beet Program from January 1, 1939, through December 31, 1939. Obtain this entry from the data submitted by the County Associations Section.
3. Enter in item 2 the total of column 8 for all forms SB-307 for the same county.



4. Enter in item 3 the estimated amount of sugar with respect to which abandonment payments will be approved. (The county estimate as adjusted and approved by the State committee).
5. Enter in item 4 the estimated amount of sugar with respect to which deficiency payments will be approved. (The county estimate as adjusted and approved by the State committee).
6. Enter in item 5 the total of the entries in items 2, 3, and 4.
7. Obtain item 6 by multiplying the entry in item 5 by \$0.60.
8. Obtain item 7 by dividing item 1 by item 6. This entry shall be expressed as a percentage and rounded to the nearest tenth; e.g., "2.1%."

The rate of deduction computed for a county shall be carefully checked before the Form SB-311A is signed. Too wide a variance in the rate determined for a county as compared with the rates determined for other counties in the State should be carefully examined to ascertain that the proper data have been used in making the determination.

Prepare a memorandum to the Chief of Party, General Accounting Preaudit Office, for the signature of the certifying officer, setting forth therein the rate of deduction for administrative expense which has been determined for the county association in connection with the 1939 Sugar Beet Program.

The original Form SB-311A shall be retained in the Application for Payment Section; the first copy shall be forwarded to the North Central Division; one copy shall be forwarded to the Sugar Division of the Department of Agriculture; one copy shall be forwarded to the County Association; and the remaining copy shall be forwarded to the County Associations Section, in the State office.



SB-311A

U. S. Department of Agriculture  
Sugar Division

State \_\_\_\_\_

County \_\_\_\_\_

State and County Code \_\_\_\_\_

COMPUTATION SHEET FOR DETERMINATION OF RATE OF  
DEDUCTION FOR COUNTY ADMINISTRATIVE EXPENSES

1939 Sugar Beet Program

1. Amount of expenses for administering sugar beet program  
in county from January 1, 1939, through December 31, 1939. . \$ \_\_\_\_\_
2. Total commercially recoverable sugar from sugar beets  
harvested in county for extraction of sugar (total, column  
(8) of SB-307) . . . . . (cwt.) \_\_\_\_\_
3. Estimated amount of sugar with respect to which abandonment  
payments will be approved . . . . . (cwt.) \_\_\_\_\_
4. Estimated amount of sugar with respect to which deficiency  
payments will be approved . . . . . (cwt.) \_\_\_\_\_
5. Total sugar for payment (sum of items 2, 3, and 4 . . . . . (cwt.) \_\_\_\_\_
6. Estimated payments to producers (item 5 x \$0.60) . . . . . \$ \_\_\_\_\_
7. Rate of deduction for county administrative expenses  
(item 1 ÷ item 6) . . . . . (percent) \_\_\_\_\_

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CERTIFICATION

I hereby certify that all entries and computations  
on this SB-311A have been made in accordance with in-  
structions in SB-311.

By \_\_\_\_\_  
(On behalf of State Committee)

\_\_\_\_\_  
(Date)



UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISIONINSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-309  
1939 SUGAR BEET PROGRAM

(For Use by County Committees)

In preparing SB-309, Listing Sheet, 1939 Sugar Beet Program, entries in columns (36) to (43), inclusive, entries in the upper right-hand corner of the sheet, and county totals shall be made in pencil, while all other entries shall be made in heavy lettering with jet black ink in order that such listing sheets may be duplicated in the State office by a mechanical process. Other colors of ink, including blue-black, and penciled entries are not satisfactory for duplicating purposes. The penciled entries will be copied in ink in the State office after verification. When columns (1) to (39), inclusive, and column (44) have been completed, SB-309 should be forwarded to the State committee for verification.

Columns (40) to (43), inclusive, will not be completed until such time as the data with respect to 1939 marketings of sugar beets are made available by sugar companies. Entries in such columns may be made in pencil.

The entries on SB-309 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (36), and (39) to (43), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (35), inclusive, and (37) to two decimal places, as 00.00; and column (38) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

LISTING DATA BY FARMING UNITS

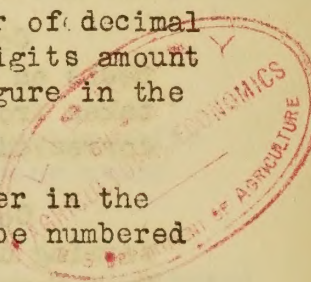
Column (1). Enter in consecutive order the serial numbers assigned to forms SB-302, Farming Unit Report, 1939 Sugar Beet Program, for all of the farming units in the county on which sugar beets were planted for harvest in 1939.

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Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company field-men.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-302.

Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-302. If two factory names appear on SB-302, enter the name, or an abbreviation of the name, of the factory identifying the district through which the major portion of the proportionate share or acreage allotment for the farming unit was made.

For any farming unit on which sugar beets were planted for harvest in 1939 and for which data were listed on SB-109 or SB-209 in connection with the 1937 or 1938 sugar beet programs, all data for the years 1932 to 1937, inclusive, shall be transferred from SB-109 or SB-209 to SB-309. If data for any farming unit were not listed on SB-109 or SB-209, such data shall be obtained from the sources indicated herein, or if not available from such sources, from any other reliable source. Care should be taken to be certain that the data entered on SB-309 are the correct data for the acreage which constitutes the farming unit in 1939. Farming units should not be listed as new producing units in 1939 until all available records for 1932 to 1938, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (35), inclusive, enter a dash (-) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, and enter a zero (0) in the corresponding column of columns (12) to (18), inclusive. The resulting yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (5), (6), and (7). Enter the number of acres planted to sugar beets on the farming unit for harvest in the years 1932, 1933, and 1934, as taken from SB-109 or SB-209, or from Part I, section 1, column 2, or, if corrected, column 4 of Form Sugar 3, Sugar Beet Production Adjustment Contract.

Column (8). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1935 as taken from SB-109 or SB-209, or from item 2 of Form Sugar 30, Certificate of Compliance.

Column (9). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1936 as taken from SB-109 or SB-209, or from column (5) of SB-106, 1936 Sugar Beet Acreage and Marketing Report.

Column (10). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1937 as taken from SB-209 or from item 4 of SB-105, Farming Unit Report, 1937 Sugar Beet Program.



Column (11). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1938, as taken from Section II, item 1 of SB-205, Farming Unit Summary, 1938 Sugar Beet Program.

Columns (12) and (13). Enter the number of tons of sugar beets produced and delivered from the farming unit in the years 1932 and 1933 as taken from SB-109 or SB-209, or from Part I, section 1, column 3, or if corrected, column 5 of Form Sugar 3.

Column (14). Enter the number of tons of sugar beets produced and delivered from the farming unit in the year 1934 as taken from SB-109 or SB-209, or from item 1 of Form Sugar 30.

Column (15). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1935 as taken from SB-109 or SB-209, or from item 1 of Form Sugar 40, Certificate of Performance.

Column (16). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1936 as taken from SB-109 or SB-209, or from column (6) of SB-106.

Column (17). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1937, as taken from SB-209, or from item 9(a) of SB-105.

Column (18). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1938, as taken from Section II, item 4, of SB-205.

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. These entries shall be derived as follows:

Column (19): (12) divided by (5).  
Column (20): (13) divided by (6).  
Column (21): (14) divided by (7).  
Column (22): (15) divided by (8).  
Column (23): (16) divided by (9).  
Column (24): (17) divided by (10).  
Column (25): (18) divided by (11).

Make no entries in columns (26) to (35), inclusive, for farming units from which sugar beets were contracted to be delivered in 1939 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1939 under "individual test contracts," complete columns (26) to (35) as follows:

Columns (26) and (27). Enter the percentage of sugar content of the sugar beet produced and delivered from the farming unit in the years 1934 and 1935, respectively, as taken from SB-109 or SB-209, or from SB-108, Report of Sugar Content of Sugar Beets.



Column (28). Enter the percentage of sugar content of sugar beets produced and delivered from the farming unit in 1936, as taken from SB-109 or SB-209, or from column (7) of SB-106.

Column (29). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1937, as taken from SB-209 or from column (6) of SB-107.

Column (30). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1938, as taken from Section II, item 5 of SB-205.

Columns (31) to (35), inclusive. Enter the number of tons of sugar for the years 1934 to 1938, inclusive, derived as follows:

Column (31): (14) multiplied by (26).  
Column (32): (15) multiplied by (27).  
Column (33): (16) multiplied by (28).  
Column (34): (17) multiplied by (29).  
Column (35): (18) multiplied by (30).

#### ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered in columns (19) to (25), inclusive, on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).  
Column (20): County total of (13) divided by county total of (6).  
Column (21): County total of (14) divided by county total of (7).  
Column (22): County total of (15) divided by county total of (8).  
Column (23): County total of (16) divided by county total of (9).  
Column (24): County total of (17) divided by county total of (10).  
Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1932 to 1938, inclusive, for which data are listed for ten or more farming units in



the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.

If county average yields for three or more of the years 1932 to 1938, inclusive, are so transferred, enter in the space designated "county normal" on the list for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1932 to 1938, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yields. The State committee will also establish a county average yield for each year for which data for at least one farm but less than ten farms are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-309 insofar as possible on the basis of the instructions contained herein. When SB-309 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-309 will be completed.

If entries have been made in columns (26) to (35), inclusive, proceed as follows:

Columns (31) to (35), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (30), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered in column (26) to (30), inclusive, on the same line as the county totals. These average percentages shall be derived as follows:

Column (26): County total of (31) divided by county total of (14).  
Column (27): County total of (32) divided by county total of (15).  
Column (28): County total of (33) divided by county total of (16).  
Column (29): County total of (34) divided by county total of (17).  
Column (30): County total of (35) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1938, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farms are listed.



If county average percentages of sugar content for at least three of the years 1934 to 1938, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content for any farming unit, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farm but less than ten farms are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-309 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (36).

(1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1932 to 1938, inclusive, enter in column (36) the simple average of the annual average yields per acre for all of the years 1932 to 1938, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).

(2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1932 to 1938, inclusive, enter in column (36) the number of tons obtained as follows:

- (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
- (b) Obtain the total of the county average yields for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result



obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (36).

EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1932 and 1936 only.
- (b) Average yield per acre for the farming unit, 11.76 tons in 1932 and 12.55 tons in 1936.
- (c) County average yield per acre, 10.43 tons in 1932 and 11.40 tons in 1936.
- (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a)  $11.76 + 12.55 = 24.31$
- (b)  $10.43 + 11.40 = 21.83$
- (c)  $24.31 \div 21.83 = 1.114$
- (d)  $11.65 \times 1.114 = 13.0$  (normal yield in tons per acre.)

EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1935 only.
- (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
- (c) County average yield per acre, 10.21 tons in 1938.
- (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)

(3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1932 to 1938, inclusive, enter in column (36), 90% of the county normal yield per acre.

Column (37).

For farming units from which sugar beets were contracted to be marketed in 1939 under any type of agreement other than an "individual test contract,"



enter in column (37) the district normal percentage of sugar content of sugar beets, as furnished by the State Committee, for the factory named in column (4), except that if, in the county, sugar beets were contracted in 1939 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

For farming units from which sugar beets were contracted to be marketed in 1939 under "individual test contracts," obtain the entry for column (36) as follows:

(1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1938, inclusive, enter in column (37) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26), (27), (28), (29), and (30) and dividing the resulting total by three, four, or five, as the case may be.

(2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1938, inclusive, enter in column (37) the percentage of sugar content obtained as follows:

- (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
- (b) Obtain the total of the county average percentages of sugar content for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (37).

EXAMPLE:

- Facts:
- (a) Sugar beets marketed in 1935 and 1936.
  - (b) Average percentage of sugar content for the farming unit, 16.17 in 1935 and 16.80 in 1936.
  - (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
  - (d) County normal percentage of sugar content, 16.42.



Computation of normal percentage of sugar content:

(a)	16.17	+	16.80	=	32.97
(b)	16.50	+	15.94	=	32.44
(c)	32.97	+	32.44	=	1.016
(d)	16.42	x	1.016	=	16.68 (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the years 1934 to 1938, inclusive, enter the county normal percentage of sugar content..

Column (38).

For farming units from which sugar beets were contracted to be marketed in 1939 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, obtained by multiplying the percentage in column (37) by .194, except that if sugar beets were contracted in 1939 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1939 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-111, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (37) for such farming unit.

Column (39). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (36) by the entry in column (38).

Columns (40) to (43), inclusive. Make no entries in these columns until completed forms SB-307 are received from the State office.

Column (44). Transfer the serial numbers from column (1) to column (44),

ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (40) to (43), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. These columns shall be completed after completed forms SB-307, 1939 Sugar Beet Marketing Report, and verified forms SB-309, are received from the State office.

Column (40). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-302.

Column (41). Enter in this column the normal production of commercially recoverable sugar from the 1939 planted acreage as obtained by multiplying the



entry on each line in column (39) by the entry on the corresponding line in column (40).

Column (42). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-307. Care should be exercised to be sure the proper data are entered in column (42) for the farming unit on which the sugar beets were grown.

Column (43). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (42) by the entry on the corresponding line in column (41).

When columns (40) to (43), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1939 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (43) shall be encircled. Do not encircle an entry for a farming unit on which the production was less than 80% of normal for a cause other than those stated above. In making this determination the committee should consider information recorded on SB-302, as well as any other available information.

Before encircling any entry in column (43), the committee should make certain that the failure to obtain a production equal to 80% of the normal production was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (43) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1939, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1939 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.



The county committee, therefore, designates the entire county of \_\_\_\_\_ as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of encircled entries in column (43) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1939, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (43) is 10% or more of the farming units on which sugar beets were planted for harvest in 1939 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1939 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_







UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISIONINSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-309  
1939 SUGAR BEET PROGRAM

(For use by County Committees)

In preparing SB-309, Listing Sheet, 1939 Sugar Beet Program, all entries shall be made in pencil. When columns (1) to (39), inclusive, have been completed SB-309 shall be forwarded to the State office. When the State office has verified all entries, the figures in column (39) will be inked in with indelible ink and the sheet will be initialed by the State Committee. The State office will then transfer the entry for each farming unit in column (39) to an audit listing sheet to be prepared in the State office and SB-309 will be returned to the county office.

Columns (40) to (43), inclusive, will not be completed until such time as the data with respect to 1939 marketings of sugar beets are made available by sugar companies.

The entries on SB-309 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (5) to (18), inclusive, (36), and (39) to (43), inclusive, shall be rounded to one decimal place, as 00.0; columns (19) to (35), inclusive, and (37) to two decimal places, as 00.00; and column (38) to three decimal places, as 00.000. All county averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

LISTING DATA BY FARMING UNITS

Column (1). Enter in consecutive order the serial numbers assigned to forms SB-302, Farming Unit Report, 1939 Sugar Beet Program, for all of the farming units in the county on which sugar beets were planted for harvest in 1939.

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Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company field-men.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-302.

Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory as taken from the upper right-hand corner of SB-302. If two factory names appear on SB-302, enter the name, or an abbreviation of the name, of the factory identifying the district through which the major portion of the proportionate share or acreage allotment for the farming unit was made.

For any farming unit on which sugar beets were planted for harvest in 1939 and for which data were listed on SB-109 or SB-209 in connection with the 1937 or 1938 sugar beet programs, all data for the years 1932 to 1937, inclusive, shall be transferred from SB-109 or SB-209 to SB-309. If data for any farming unit were not listed on SB-109 or SB-209, such data shall be obtained from the sources indicated herein, or if not available from such sources, from any other reliable source. Care should be taken to be certain that the data entered on SB-302 are the correct data for the acreage which constitutes the farming unit in 1939. Farming units should not be listed as new producing units in 1939 until all available records for 1932 to 1938, inclusive, have been checked for history of production. All changes of operators of sugar beet producing farming units should be carefully checked.

In completing columns (5) to (35), inclusive, enter a dash (-) in the appropriate columns for any year in which no sugar beets were planted on a farming unit. However, in the case of a total abandonment of planted sugar beet acreage, enter the number of planted acres in the appropriate column of columns (5) to (11), inclusive, and enter a zero (0) in the corresponding column of columns (12) to (18), inclusive. The resulting yield in tons per acre to be entered in the appropriate column of columns (19) to (25), inclusive, will, of course, be zero (0).

Columns (5), (6), and (7). Enter the number of acres planted to sugar beets on the farming unit for harvest in the years 1932, 1933, and 1934, as taken from SB-109 or SB-209, or from Part I, section 1, column 2, or, if corrected, column 4 of Form Sugar 3, Sugar Beet Production Adjustment Contract.

Column (8). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1935 as taken from SB-109 or SB-209, or from item 2 of Form Sugar 30, Certificate of Compliance.

Column (9). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1936 as taken from SB-109 or SB-209, or from column (5) of SB-106, 1936 Sugar Beet Acreage and Marketing Report.

Column (10). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1937 as taken from SB-209 or from item 4 of SB-105, Farming Unit Report, 1937 Sugar Beet Program.

Column (11). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1938, as taken from Section II, item 1 of SB-205, Farming Unit Summary, 1938 Sugar Beet Program.

Columns (12) and (13). Enter the number of tons of sugar beets produced and delivered from the farming unit in the years 1932 and 1933 as taken from SB-109 or SB-209, or from Part I, section 1, column 3, or if corrected, column 5 of Form Sugar 3.

Column (14). Enter the number of tons of sugar beets produced and delivered from the farming unit in the year 1934 as taken from SB-109 or SB-209, or from item 1 of Form Sugar 30.

Column (15). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1935 as taken from SB-109 or SB-209, or from item 1 of Form Sugar 40, Certificate of Performance.

Column (16). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1936 as taken from SB-109 or SB-209, or from column (6) of SB-106.

Column (17). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1937, as taken from SB-209, or from item 9(a) of SB-105.

Column (18). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1938, as taken from Section II, item 4, of SB-205.

Columns (19) to (25), inclusive. Enter the number of tons of sugar beets per planted acre produced and delivered from the farming unit. These entries shall be derived as follows:

Column (19): (12) divided by (5).  
Column (20): (13) divided by (6).  
Column (21): (14) divided by (7).  
Column (22): (15) divided by (8).  
Column (23): (16) divided by (9).  
Column (24): (17) divided by (10).  
Column (25): (18) divided by (11).

Make no entries in columns (26) to (35), inclusive, for farming units from which sugar beets were contracted to be delivered in 1939 under other than an "individual test contract."

For farming units from which sugar beets were contracted to be delivered in 1939 under "individual test contracts," complete columns (26) to (35) as follows:

Columns (26) and (27). Enter the percentage of sugar content of the sugar beet produced and delivered from the farming unit in the years 1934 and 1935, respectively, as taken from SB-109 or SB-209, or from SB-108, Report of Sugar Content of Sugar Beets.



Column (28). Enter the percentage of sugar content of sugar beets produced and delivered from the farming unit in 1936, as taken from SB-109 or SB-209, or from column (7) of SB-106.

Column (29). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1937, as taken from SB-209 or from column (6) of SB-107.

Column (30). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1938, as taken from Section II, item 5 of SB-205.

Columns (31) to (35), inclusive. Enter the number of tons of sugar for the years 1934 to 1938, inclusive, derived as follows:

Column (31): (14) multiplied by (26).  
Column (32): (15) multiplied by (27).  
Column (33): (16) multiplied by (28).  
Column (34): (17) multiplied by (29).  
Column (35): (18) multiplied by (30).

#### ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (5) to (18), inclusive. After all data for individual farming units have been listed, obtain the totals for columns (5) to (18), inclusive, for each sheet.

If the data for all farming units in the county are listed on one sheet, the sheet totals will constitute the county totals. If more than one sheet is required, prepare a county summary on the last sheet, if enough space is available, or on a separate sheet if space is not available. The county summary shall be prepared in the following manner: Enter in column (3) the consecutive sheet numbers, for example: "Total Sheet #1, Total Sheet #2," etc., and transfer the totals of such sheets to the appropriate columns of the county summary. Add the sheet totals to obtain county totals.

Columns (19) to (25), inclusive. Obtain the weighted county averages of tons of sugar beets produced per acre to be entered in columns (19) to (25), inclusive, on the same line as the county totals. These averages shall be derived as follows:

Column (19): County total of (12) divided by county total of (5).  
Column (20): County total of (13) divided by county total of (6).  
Column (21): County total of (14) divided by county total of (7).  
Column (22): County total of (15) divided by county total of (8).  
Column (23): County total of (16) divided by county total of (9)..  
Column (24): County total of (17) divided by county total of (10).  
Column (25): County total of (18) divided by county total of (11).

The weighted average thus obtained for any one of the years 1932 to 1938, inclusive, for which data are listed for ten or more farming units in

the appropriate column, will be the county average yield in tons per acre for such year. Transfer the county average yields thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average obtained in any column in which data for less than ten farming units are listed.

If county average yields for three or more of the years 1932 to 1938, inclusive, are so transferred, enter in the space designated "county normal" on the list for "Tons of sugar beets per acre" in the upper right-hand corner of each sheet, the simple average of all the county average yields transferred, which simple average will be the county normal yield in tons per acre. If county average yields for less than three of the years 1932 to 1938, inclusive, are transferred in accordance with the foregoing instructions and if a county normal yield is required to establish a normal yield for any farming unit, the State committee will establish such county normal yields. The State committee will also establish a county average yield for each year for which data for at least one farm but less than ten farms are listed, if such a county average yield is required to establish a normal yield for any farming unit.

If the county normal yield or the county average yield for any year or years is to be established by the State committee, the county committee shall complete SB-309 insofar as possible on the basis of the instructions contained herein. When SB-309 is forwarded to the State committee, such county normal yield or county average yield or yields will be established and the remaining computations on SB-309 will be completed.

If entries have been made in columns (26) to (35), inclusive, proceed as follows:

Columns (31) to (35), inclusive. Obtain sheet totals and county totals for these columns in the manner prescribed for columns (5) to (18), inclusive.

Columns (26) to (30), inclusive. Obtain the weighted county average percentages of sugar content of sugar beets to be entered in column (26) to (30), inclusive, on the same line as the county totals. These average percentages shall be derived as follows:

- Column (26): County total of (31) divided by county total of (14).
- Column (27): County total of (32) divided by county total of (15).
- Column (28): County total of (33) divided by county total of (16).
- Column (29): County total of (34) divided by county total of (17).
- Column (30): County total of (35) divided by county total of (18).

The weighted average percentage thus obtained for any one of the years 1934 to 1938, inclusive, for which data are listed for ten or more farming units in the appropriate column, will be the county average percentage of sugar content of sugar beets for such year. Transfer the county average percentages thus obtained to the spaces provided therefor in the upper right-hand corner of each sheet. Do not transfer the average percentage obtained in any column in which data for less than ten farms are listed.



If county average percentages of sugar content for at least three of the years 1934 to 1938, inclusive, are so transferred, enter in the space designated "County normal" on the line for "Sugar content of sugar beets" in the upper right-hand corner of each sheet the simple average of all the county average percentages transferred, which simple average will be the county normal percentage of sugar content of sugar beets. If county average percentages for less than three years are transferred in accordance with the foregoing instructions, and if a county normal percentage of sugar content is required to establish a normal percentage of sugar content for any farming unit, the State committee will establish the county normal percentage of sugar content. The State committee will also establish a county average percentage of sugar content for each year for which data for at least one farm but less than ten farms are listed, if such a county average percentage of sugar content is needed to establish a normal percentage of sugar content for any farming unit.

If the county normal percentage of sugar content, or the county average percentage of sugar content for any year or years is to be established by the State committee, SB-309 shall be completed insofar as possible before it is forwarded to the State office. All remaining computations will be completed in the State office after the county normal percentage of sugar content or county average percentage or percentages of sugar content have been established

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (36).

(1) For each farming unit on which sugar beets were planted for harvest in three or more of the years 1932 to 1938, inclusive, enter in column (36) the simple average of the annual average yields per acre for all of the years 1932 to 1938, inclusive, in which sugar beets were planted for harvest. Obtain the simple average by adding the yields entered in columns (19) to (25), inclusive, and dividing the resulting total by the number of years for which such yields are listed, including every year in which sugar beets were planted for harvest, even though the yield for any such year was zero (0).

(2) For each farming unit on which sugar beets were planted for harvest in only one or two of the years 1932 to 1938, inclusive, enter in column (36) the number of tons obtained as follows:

- (a) Obtain the total of the annual average yields for the farming unit for such year or two years;
- (b) Obtain the total of the county average yields for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal yield by the result obtained under (c) (except that if the result obtained under (c) is less than .80, multiply by .80; and if the result

obtained under (c) is more than 1.20, multiply by 1.20) and enter the result in column (36).

EXAMPLE 1.

- Facts: (a) Sugar beets planted for harvest in 1932 and 1936 only.
- (b) Average yield per acre for the farming unit, 11.76 tons in 1932 and 12.55 tons in 1936.
- (c) County average yield per acre, 10.43 tons in 1932 and 11.40 tons in 1936.
- (d) County normal yield, 11.65 tons per acre.

Computation of normal yield per acre:

- (a)  $11.76 + 12.55 = 24.31$
- (b)  $10.43 + 11.40 = 21.83$
- (c)  $24.31 \div 21.83 = 1.114$
- (d)  $11.65 \times 1.114 = 13.0$  (normal yield in tons per acre.)

EXAMPLE 2.

- Facts: (a) Sugar beets planted for harvest in 1935 only.
- (b) Average yield per acre for the farming unit, 12.72 tons in 1938.
- (c) County average yield per acre, 10.21 tons in 1938.
- (d) County normal yield, 9.82 tons per acre.

Computation of normal yield per acre:

- (a) 12.72
- (b) 10.21
- (c)  $12.72 \div 10.21 = 1.246$  (more than 1.20)
- (d)  $9.82 \times 1.20 = 11.8$  (normal yield in tons per acre)

(3) For a farming unit on which sugar beets were not planted for harvest in any of the years 1932 to 1938, inclusive, enter in column (36), 90% of the county normal yield per acre.

Column (37).

For farming units from which sugar beets were contracted to be marketed in 1939 under any type of agreement other than an "individual test contract,"



enter in column (37) the district normal percentage of sugar content of sugar beets, as furnished by the State committee, for the factory named in column (4), except that if, in the county, sugar beets were contracted in 1939 in only one district, enter the normal percentage of sugar content for such district in the first line of each sheet only.

For farming units from which sugar beets were contracted to be marketed in 1939 under "individual test contracts," obtain the entry for column (36) as follows:

(1) In cases in which sugar beets were marketed in at least three of the years 1934 to 1938, inclusive, enter in column (37) the simple average of the annual average percentages of sugar content for such years. Obtain the simple average by adding the entries in columns (26), (27), (28), (29), and (30) and dividing the resulting total by three, four, or five, as the case may be.

(2) In cases in which sugar beets were marketed in only one or two of the years 1934 to 1938, inclusive, enter in column (37) the percentage of sugar content obtained as follows:

- (a) Obtain the total of the average percentages of sugar content for the farming unit for such year or two years;
- (b) Obtain the total of the county average percentages of sugar content for such year or two years;
- (c) Divide the result obtained under (a) by the result obtained under (b), rounding to three decimal places; and
- (d) Multiply the county normal percentage of sugar content by the result obtained under (c), and enter the result in column (37).

**EXAMPLE:**

- Facts:
- (a) Sugar beets marketed in 1935 and 1936.
  - (b) Average percentage of sugar content for the farming unit, 16.17 in 1935 and 16.80 in 1936.
  - (c) County average percentage of sugar content of sugar beets, 16.50 in 1935 and 15.94 in 1936.
  - (d) County normal percentage of sugar content, 16.42.

Computation of normal percentage of sugar content:

(a)	16.17	+	16.80	=	32.97
(b)	16.50	+	15.94	=	32.44
(c)	32.97	+	32.44	=	1.016
(d)	16.42	x	1.016	=	16.68 (normal percentage of sugar content)

(3) In cases in which sugar beets were not marketed in any of the years 1934 to 1938, inclusive, enter the county normal percentage of sugar content..

Column (38).

For farming units from which sugar beets were contracted to be marketed in 1939 under any type of agreement other than "individual test contracts," enter the rate of commercially recoverable sugar per ton of sugar beets, obtained by multiplying the percentage in column (37) by .194, except that if sugar beets were contracted in 1939 in only one district, enter such result on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1939 under an "individual test contract," enter the rate of commercially recoverable sugar per ton of sugar beets which, according to SB-111, is the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (37) for such farming unit.

Column (39). Enter the normal yield of commercially recoverable sugar per acre, obtained by multiplying the entry in column (36) by the entry in column (38).

Columns (40) to (43), inclusive. Make no entries in these columns until completed forms SB-307 are received from the State office.

Column (44). Transfer the serial numbers from column (1) to column (44).

ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (40) to (43), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. These columns shall be completed after completed forms SB-307, 1939 Sugar Beet Marketing Report, and verified forms SB-309, are received from the State office.

Column (40). Enter in this column the acreage planted to sugar beets for harvest for the extraction of sugar on each farming unit, as taken from SB-302.

Column (41).. Enter in this column the normal production of commercially recoverable sugar from the 1939 planted acreage as obtained by multiplying the



entry on each line in column (39) by the entry on the corresponding line in column (40).

Column (42). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-307. Care should be exercised to be sure the proper data are entered in column (42) for the farming unit on which the sugar beets were grown.

Column (43). Enter in this column the percentage which actual production is of normal production, as obtained by dividing the entry on each line in column (42) by the entry on the corresponding line in column (41).

When columns (40) to (43), inclusive, have been completed, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1939 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease or insects. For each such farming unit, the entry in column (43) shall be encircled. Do not encircle an entry for a farming unit on which the production was less than 80% of normal for a cause other than those stated above. In making this determination the committee should consider information recorded on SB-302, as well as any other available information.

Before encircling any entry in column (43), the committee should make certain that the failure to obtain a production equal to 80% of the normal production was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (43) is 10% or more of the total number of farming units in the county on which sugar beets were planted for harvest in 1939, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1939 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the entire county of \_\_\_\_\_ as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of encircled entries in column (43) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1939, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (43) is 10% or more of the farming units on which sugar beets were planted for harvest in 1939 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the County committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1939 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_





UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISIONINSTRUCTIONS FOR PREPARATION OF  
LISTING SHEET, SB-309,  
1939 SUGAR BEET PROGRAM

(For Use by County Committees)

In preparing SB-309, Listing Sheet, 1939 Sugar Beet Program, entries shall be made in ink. Entries will be made in the county office in columns (1) to (4), inclusive, (11), (18), (30), (40), and (44); and SB-309 will then be forwarded to the State office, where the computations necessary to determine normal yields for farming units will be completed.

Columns (41) to (43), inclusive, will be completed in the State office when the data with respect to the 1939 marketings of sugar beets are made available by the sugar company. When SB-309 is returned to the county office, the determination of abandonment and deficiency areas will be made by the county committee on the basis of data in these columns.

The entries on SB-309 shall be rounded to the number of decimal places indicated by the heavy blue lines in the various columns. For example, the entries in columns (11), (18), and (40) shall be rounded to one decimal place, as 00.0; and column (30) to two decimal places, as 00.00.

DATA TO BE ENTERED IN COUNTY OFFICE

Enter the names of the State and county and the sheet number in the spaces provided therefor at the top of each sheet. Sheets shall be numbered consecutively.

Column (1). Enter in consecutive order the serial numbers assigned to forms SB-302, Farming Unit Report, 1939 Sugar Beet Program, for all of the farming units in the county on which sugar beets were planted for harvest in 1939. These serial numbers will be the same as those shown in column (1) of SB-317, Proportionate Shares or Acreage Allotments, 1939 Sugar Beet Program.

Column (2). This column may be used to designate particular areas within the county, such as townships or territories of sugar company fieldmen.

Column (3). Enter the name of the operator on each farming unit, as taken from Section I, item 1 of SB-302.

Column (4). Enter the name or an abbreviation of the name, of the beet sugar factory, as taken from the upper right-hand corner of SB-302.

Column (11). Enter the number of acres planted to sugar beets on the farming unit for harvest in 1938 as taken from Section II, item 1, of SB-205,



Farming Unit Summary, 1938 Sugar Beet Program. Enter a dash for any year in which no sugar beets were planted on the farming unit.

Column (18). Enter the number of tons of sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 4, of SB-205. Enter a dash if no sugar beets were planted on a farming unit in 1938. However, in a case of total abandonment of planted sugar beet acreage, enter a zero.

Column (30). Enter the percentage of sugar content of the sugar beets produced and delivered from the farming unit in 1938 as taken from Section II, item 5 of SB-205. Enter a dash if no sugar beets were planted on the farming unit in 1938.

Column (40). Enter the acreage planted to sugar beets in 1939 for harvest for the extraction of sugar on the farming unit, as taken from SB-302.

Column (44). Transfer the serial numbers from column (1) to this column.

#### ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (40) to (43), inclusive, are designed to assist in the establishment of abandonment and deficiency areas, within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Such areas will be established by the county committee on the basis of computations made in the State office.

Column (43) will show, for each farming unit, the percentage which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1939 is of the normal production of commercially recoverable sugar. When SB-309 is received from the State office, the county committee shall determine the farming units on which the actual production of commercially recoverable sugar from the acreage planted to sugar beets in 1939 is less than 80% of the normal production of commercially recoverable sugar because of drought, flood, storm, freeze, disease, or insects. For each such farming unit, the entry in column (43) shall be encircled. Do not encircle an entry for a farming unit on which the production was less than 80% of normal for a cause other than those stated above. In making this determination the committee should consider information recorded on SB-302, as well as any other available information.

Before encircling any entry in column (43), the committee should make certain that the failure to obtain a production equal to 80% of the normal production was directly due to drought, flood, storm, freeze, disease, or insects and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up until the time of harvest or abandonment in a manner which could have been expected, under average conditions, to produce a normal crop of sugar beets.

If the number of encircled entries in column (43) is 10% or more of the total number of farming units in the county on which sugar beets were planted

for harvest in 1939, the county committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.

CERTIFICATION OF ENTIRE COUNTY AS  
ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of all of the farming units in the county upon which sugar beets were planted for harvest in 1939 that on 10% or more of such farming units, the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the entire county of \_\_\_\_\_, as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

If the number of encircled entries in column (43) is less than 10% of the total number of farming units in the county on which sugar beets were planted for harvest in 1939, the county committee shall determine whether, for any local producing area within the county, the number of encircled entries in column (43) is 10% or more of the farming units on which sugar beets were planted for harvest in 1939 in such local producing area. A local producing area shall be deemed to include all contiguous farming units in a county which are found by the county committee to be similar with respect to types of soil, or with respect to topography. Farming units separated by any natural barrier such as mountains, or by large areas of land, shall not be included within the same local producing area.

For each local producing area which the county committee desires to designate as an acreage abandonment and crop deficiency area, the committee shall prepare a certification similar to the following and shall transmit such certification to the State committee.



CERTIFICATION OF LOCAL PRODUCING AREA  
AS ABANDONMENT AND DEFICIENCY AREA--  
1939 SUGAR BEET PROGRAM

I, a member of the county committee of \_\_\_\_\_ county, hereby certify that the county committee has determined from the records of the farming units covered by the farming unit reports numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, which are all of the farming units upon which sugar beets were planted for harvest in 1939 in a local producing area consisting of contiguous sugar beet producing farming units which are similar with respect to types of soil or with respect to topography, that on 10% or more of such farming units the actual yields of commercially recoverable sugar were less than 80% of the respective normal yields from the planted sugar beet acreage for such farming units because of drought, flood, storm, freeze, disease, or insects.

The county committee, therefore, designates the local producing area in which the above listed farming units are located as a sugar beet acreage abandonment and crop deficiency area.

For the County Committee: \_\_\_\_\_

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Issued August 4, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISIONINSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES  
AND NORMALS AND FOR CHECKING LISTING SHEETS--  
1939 SUGAR BEET PROGRAM

(For Use by State Committees)

INSTRUCTIONS FOR ESTABLISHING COUNTY AVERAGES AND NORMALS

In the determination entitled "Determination of Normal Yields of Commercially Recoverable Sugar Per Acre for Sugar Beets -- 1939 Sugar Beet Program," approved July 25, 1939, it is provided that: (1) for any of the years 1932 to 1938, inclusive, in which sugar beets were planted for harvest on less than 10 of the farming units in a county on which sugar beets were planted for harvest in 1939, the county average yield in tons of sugar beets per acre shall be established by the State committee; and (2) for any county in which sugar beets were planted for harvest in less than three of the years 1932 to 1938, inclusive, on 10 or more of the farming units on which sugar beets were planted for harvest in 1939, the county normal yield in tons of sugar beets per acre shall be established by the State committee.

It is also provided in such determination, in connection with counties in which sugar beets were contracted to be marketed in 1939 under "individual test contracts," that: (1) for any of the years 1934 to 1938, inclusive, in which sugar beets were so marketed from less than 10 of the farming units in a county on which sugar beets were planted for harvest in 1939, the county average percentage of sugar content shall be established by the State committee; and (2) for any county in which sugar beets were not so marketed in at least three of the years 1934 to 1938, inclusive, from 10 or more of the farming units on which sugar beets were planted for harvest in 1939, the county normal percentage of sugar content shall be established by the State committee.

In establishing a county average yield in tons of sugar beets per acre for any one of the years 1932-38, inclusive, in which sugar beets were planted for harvest on less than 10 of the farming units on which sugar beets were planted for harvest in 1939, the State committee shall base such county average yield on: (1) the weighted average yield per acre for such year on all farming units in the county on which sugar beets were grown in such year and for which data are available from SB-309 and previous listing sheets; and (2) the weighted average yield per acre for such year on farming units in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing the county normal yield in tons of sugar beets per acre for a county in which sugar beets were planted for harvest in less than three of the years 1932 to 1938, inclusive, on 10 or more of the farming units on which sugar beets were planted for harvest in 1939, the State committee shall base such county normal yield on: (1) the county average yields per acre, if any, which have been determined on the basis of the instructions in SB-312;

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(2) the county average yields established by the State committee in accordance with the foregoing paragraph; and (3) the county average yields and county normal yields in adjacent or nearby counties which have similar sugar beet production conditions.

In establishing a county average percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1939) for any one of the years 1934 to 1938, inclusive, in which sugar beets were so marketed from less than 10 of the farming units in the county on which sugar beets were planted for harvest in 1939, the State committee shall base such county average percentage of sugar content on: (1) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in the county on which sugar beets were grown in 1939 and for which data are available from SB-309 and previous listing sheets; and (2) the percentage of sugar content, at the time of delivery to a processor, of the sugar beets marketed in such year from farming units in adjacent or nearby counties.

In establishing a county normal percentage of sugar content (in connection with a county in which sugar beets were contracted to be marketed under "individual test contracts" in 1939), in cases in which sugar beets were not so marketed in at least three of the years 1934 to 1938, inclusive, from 10 or more of the farming units in the county on which sugar beets were planted for harvest in 1939, the State committee shall base such county normal percentage of sugar content on: (1) the average percentage of sugar content determined for any of the years 1934 to 1938, inclusive, in accordance with the instructions in SB-312; (2) the average percentage of sugar content established by the State committee for any of the years 1934 to 1938, inclusive, in accordance with the foregoing paragraph; and (3) the percentage of sugar content of the sugar beets marketed in the years 1934 to 1938, inclusive, from farming units in adjacent or nearby counties.

The State committee shall establish a county average yield, county normal yield, county average percentage of sugar content, or county normal percentage of sugar content as set forth herein only if such county averages or normals are needed to establish a normal yield or a normal percentage of sugar content for any farming unit. Any county averages or normals established by the State committee shall be entered in the appropriate spaces in the upper right-hand corner of each sheet of SB-309 and such entries shall be circled. Any computations on SB-309 which were not completed in the county office shall be completed in the State office on the basis of instructions in SB-312 and checked as set forth herein.

For counties in which all of the sugar beets were contracted to be marketed in 1939 under other than "individual test contracts," it will not be necessary for the State committee to establish county average or county normal percentages of sugar content. In such cases, the district normal percentages of sugar content which have been supplied to the State committee will be used.

### INSTRUCTIONS FOR CHECKING SB-309

When SB-309 is received in the State office from any county, all computations on such SB-309 shall be checked as set forth herein. If an error is detected, such error shall be corrected. After all entries have been verified, pencil entries shall be inked in with black ink. Thereafter, SB-309 shall be duplicated by the Ozalid process. The original SB-309 shall be returned to the county office and the duplicate retained in the State office.

In checking SB-309, determine that all entries have been rounded to the number of decimal places indicated by the heavy blue lines in the various columns and that decimals have been rounded in the manner set forth in SB-312.

#### Instructions for Checking Individual Farming Unit Data

Columns (1) to (4), inclusive. The data listed in columns (1) to (4), inclusive, need not be checked.

Columns (5) to (18), inclusive. Determine that for each of columns (5) to (11), inclusive, in which an entry other than a dash has been made for any farming unit, an entry other than a dash has been made for the same year in the appropriate one of columns (12) to (18), inclusive, for such farming unit.

Columns (19) to (25), inclusive. Check the entries in these columns as follows:

Column (19): (12) divided by (5).  
Column (20): (13) divided by (6).  
Column (21): (14) divided by (7).  
Column (22): (15) divided by (8).  
Column (23): (16) divided by (9).  
Column (24): (17) divided by (10).  
Column (25): (18) divided by (11).

Columns (26) to (35), inclusive. Determine that no entries have been made in these columns for farming units from which sugar beets were contracted to be marketed in 1939 under other than "individual test contracts." For farming units from which sugar beets were contracted to be marketed in 1939 under "individual test contracts," proceed as follows:

Columns (26) to (30), inclusive. For each of columns (14) to (18) inclusive, in which an entry other than a dash or a zero has been made for any farming unit from which sugar beets were contracted to be marketed in 1939 under an "individual test contract," determine that an entry other than a dash has been made for the same year in the appropriate one of columns (26) to (30), inclusive, for such farming unit.

Columns (31) to (35), inclusive. Check the entries in these columns as follows:



Column (31): (14) multiplied by (26).  
Column (32): (15) multiplied by (27).  
Column (33): (16) multiplied by (28).  
Column (34): (17) multiplied by (29).  
Column (35): (18) multiplied by (30).

Instructions for Checking County Totals, Averages, and Normals.

Columns (5) to (18), inclusive. Verify sheet totals and county totals for these columns by adding the entries in the respective columns.

Columns (19) to (25), inclusive. Verify the county averages for these columns as follows:

Column (19): County total of (12) divided by county total of (5).  
Column (20): County total of (13) divided by county total of (6).  
Column (21): County total of (14) divided by county total of (7).  
Column (22): County total of (15) divided by county total of (8).  
Column (23): County total of (16) divided by county total of (9).  
Column (24): County total of (17) divided by county total of (10).  
Column (25): County total of (18) divided by county total of (11).

Columns (31) to (35), inclusive. If entries have been made in columns (26) to (35), inclusive, verify sheet totals and county totals for columns (31) to (35), inclusive, by adding the entries in the respective columns.

Columns (26) to (30), inclusive. Verify county averages for these columns as follows:

Column (26): County total of (31) divided by county total of (14).  
Column (27): County total of (32) divided by county total of (15).  
Column (28): County total of (33) divided by county total of (16).  
Column (29): County total of (34) divided by county total of (17).  
Column (30): County total of (35) divided by county total of (18).

For each of columns (19) to (25), inclusive, in which data for at least 10 farming units appear, determine that the correct county average yield has been transferred to the appropriate space in the upper right-hand corner of each sheet of SB-309 opposite the words "Tons of sugar beets per acre." If data for one or more farming units but less than 10 farming units appear in any one of columns (19) to (25), inclusive, determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "Tons of sugar beets per acre" is the county average yield established for the appropriate year by the State committee and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "Tons of sugar beets per acre" for each year in which sugar beets were planted for harvest on any farming unit on which sugar beets were planted for harvest in less than three of the years 1932 to 1938, inclusive.

If county average yields have been transferred from columns (19) to (25),

inclusive, to the upper right-hand corner for three or more of the years 1932 to 1938, inclusive, determine that the entry in the upper right-hand corner of each sheet in the space designated "county normal" on the line opposite the words "Tons of sugar beets per acre" is the simple average of the county average yields transferred; that is, the simple average of the entries not encircled. If county average yields for less than three of the years 1932 to 1938, inclusive, have been transferred from columns (19) to (25), inclusive, to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "County normal" on the line opposite the words "Tons of sugar beets per acre" is the county normal yield established by the State committee and that such entry has been encircled.

For each of columns (26) to (30), inclusive, in which data for at least 10 farming units are listed, determine that the correct county average percentage of sugar content has been transferred to the appropriate space in the upper right-hand corner of each sheet opposite the words "Sugar content of sugar beets." If data for one or more farming units but less than 10 farming units appear in one of columns (26) to (30), inclusive, determine that the entry in the appropriate space in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" is the county average percentage of sugar content of sugar beets established by the State committee for the appropriate year and that such entry has been encircled. An entry must appear in the upper right-hand corner of each sheet opposite the words "sugar content of sugar beets" for each year in which sugar beets were marketed from any farm from which sugar beets were marketed in less than three of the years 1934 to 1938, inclusive.

If county average percentages of sugar content for at least three of the years 1934 to 1938, inclusive, have been transferred from columns (26) to (30), inclusive, to the upper right-hand corner, determine that the entry in the space designated "county normal" on the line opposite the words "Sugar content of sugar beets," is the simple average of the county average percentages transferred. If county average percentages for only one or two of the years 1934 to 1938, inclusive, have been transferred from columns (26) to (30), inclusive, to the upper right-hand corner, determine that the entry in the upper right-hand corner of each sheet in the space designated "county normal" on the line opposite the words "Sugar content of sugar beets" is the county normal percentage of sugar content established by the State committee and that such entry has been encircled.

#### Instructions for Checking Normal Yields Per Acre for Individual Farming Units.

Column (36). Check entries in this column as follows:

1. For each farming unit for which data appear in three or more of columns (19) to (25), inclusive, determine that the entry in column (36) is the simple average of the entries in such columns. To obtain such simple average, divide the total of all the entries in columns (19) to (25), inclusive, by the number of such columns in which data (including zeros) for the farming unit appear.



2. For each farming unit for which data appear in only one or two of columns (19) to (25), inclusive, determine that the entry in column (36) is equal to the result obtained as follows:

- (a) Obtain the total of the data in such one or two of columns (19) to (25), inclusive.
- (b) Obtain the total of the county average yields per acre shown in the upper right-hand corner for the same year or two years.
- (c) Divide the result obtained under (a) by the result obtained under (b). (Round to three decimal places.)
- (d) Multiply the county normal yield per acre shown in the upper right-hand corner by the result obtained under (c) (except that if the result obtained under (c) is less than .800, multiply by .800; and if the result obtained under (c) is more than 1.200, multiply by 1.200).

3. For each farming unit for which no data appear in any of columns (19) to (25), inclusive, determine that the entry in column (36) is 90 percent of the county normal yield per acre shown in the upper right-hand corner.

Column (37).

For farming units from which sugar beets were contracted to be marketed in 1939 under other than "individual test contracts," determine that the entry in column (37) is the normal percentage of sugar content of sugar beets furnished to the State committee for the factory named in column (4). If the sugar beets from all of the farming units in the county were contracted to be marketed in 1939 to one factory or to factories having the same normal percentages of sugar content, the normal percentage of sugar content of sugar beets need appear in column (37) on the first line of each sheet only.

For farming units from which sugar beets were contracted to be marketed in 1939 under "individual test contracts," check entries in column (37) as follows:

1. For each farming unit for which data appear in at least three of columns (26) to (30), inclusive, determine that the entry in column (37) is the simple average of the entries in columns (26) to (30), inclusive.

2. For each farming unit for which data appear in only one or two of columns (26) to (30), inclusive, determine that the entry in column (37) is equal to the result obtained as follows:

- (a) Obtain the total of the data in such one or two of columns (26) to (30), inclusive.

- (b) Obtain the total of the county average percentages of sugar content shown in the upper right-hand corner for the same year or two years.
- (c) Divide the result obtained under (a) by the result obtained under (b). (Round to three decimal places)
- (d) Multiply the county normal percentage of sugar content shown in the upper right-hand corner by the result obtained under (c).

3. For each farming unit on which no sugar beets were grown in any of the years 1934 to 1938, inclusive, determine that the entry in column (37) is the same as the county normal percentage of sugar content shown in the upper right-hand corner.

Column (38).

For farming units from which sugar beets were contracted to be marketed in 1939 under other than "individual test contracts," determine that the entry in column (38) is equal to the result obtained by multiplying the percentage in column (37) by .194. If the sugar beets from all of the farming units in the county were contracted to be marketed in 1939 to one factory or to factories having the same normal percentage of sugar content, an entry need appear in column (38) on the first line of each sheet only.

For each farming unit from which sugar beets were contracted to be marketed in 1939 under an "individual test contract," determine that the entry in column (38) is the rate of commercially recoverable sugar per ton of sugar beets shown on SB-111 for the percentage of sugar content which appears in column (37).

Column (39). Determine that the entry in this column is equal to the result obtained by multiplying the entry in column (36) by the entry in column (38).





UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISIONINSTRUCTIONS FOR COMPLETION OF  
LISTING SHEET, SB-309  
1939 SUGAR BEET PROGRAM

(For Use by State Committees)

Forms SB-309, Listing Sheet, 1939 Sugar Beet Program, will be received from county offices with entries in columns (1) to (4), inclusive, (11), (18), (30), (40), and (44). Such forms SB-309 will be completed and county averages and normals will be established in accordance with the instructions contained herein.

The entries in the various columns on SB-309 shall be rounded to the number of decimal places indicated by the heavy blue lines in the columns. For example, the entries in columns (36), (39) and (41) to (43), inclusive, shall be rounded to one decimal place; columns (25), (30), (35), and (37), to two decimal places; and column (38) to three decimal places. County averages and normals to be entered in the upper right-hand corner shall be rounded to two decimal places.

In all cases involving decimals the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. Entries other than computations shall also be rounded to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Entries shall be made with pencil and shall then be verified. The verified entries shall then be inked in. When the listing sheets are completed a summary containing the data listed in columns (1), (2), (3), and (39) shall be prepared for use in checking normal yields on applications for payment when they are received in the State office to be audited. Upon completion of such summary the listing sheets shall be returned to the county office.

ESTABLISHING COUNTY TOTALS, AVERAGES, AND NORMALS

Columns (11) and (18). Obtain and enter the totals of these columns for each sheet. If only one sheet is required to list the data for all farming units in a county, the totals of such sheet will constitute the county totals. If more than one sheet is required, the sheet totals shall be summarized on the last sheet to obtain county totals.

Column (25). Enter in this column the results obtained by dividing the entries in column (18) by the corresponding entries in column (11). Enter in the space provided for the total of this column the result obtained



by dividing the county total of column (18) by the county total of column (11). The result will be the weighted county average of tons of sugar beets produced per acre. If data are listed in columns (11), (18), and (25) for ten or more farming units, the weighted average in the space for the total of column (25) will be the county average yield. Such county average yield shall be transferred to the space following "1938" in the upper right-hand corner on the line opposite the words "Tons of sugar beets per acre." Do not transfer the average entered in the space for the total of column (25) if data for less than ten farming units are listed in such column. In the latter event the county average yield to be entered in the space following "1938" on the line opposite the words "Tons of sugar beets per acre" will be 3.14 tons, which was the average yield per planted acre for all Texas counties which grew sugar beets in 1938.

Column (35). Enter in this column the product of the entries in columns (18) and (30). Obtain sheet totals and a county total for this column in the manner prescribed for columns (11) and (18).

Column (30). Obtain the weighted county average percentage of sugar content to be entered on the line with other county totals by dividing the county total of column (35) by the county total of column (18). If data for ten or more farming units have been listed in columns (30) and (35), the result thus obtained will be the county average percentage of sugar content of sugar beets for 1938, and such county average percentage of sugar content shall be transferred to the space following "1938" on the line opposite the words "Sugar content of sugar beets" in the upper right-hand corner. Do not transfer the average percentage obtained if less than ten farming units are listed. In the latter event, the county average percentage of sugar content to be entered in the space following "1938" on the line opposite the words "Sugar content of sugar beets" will be 17.98, which was the average percentage of sugar content of sugar beets for all Texas counties which grew sugar beets in 1938.

The entries to be made in the spaces designated "County normal" in the upper right-hand corner of SB-309 will not be obtained until forms SB-307 are received from the sugar company for all counties which grew sugar beets in 1939 and are completed in accordance with instructions which will be issued with respect thereto.

The county normal tonnage of sugar beets produced per acre will be obtained as follows:

- (a) Obtain the total tonnage of sugar beets produced and delivered to the sugar company from Texas counties by adding the entries in column (5) of SB-307 for all such counties.
- (b) Obtain the total acreage of sugar beets planted in Texas counties in 1939 for harvest for the extraction of sugar by adding the entries in column (40) of SB-309 for all such counties.

- (c) Divide the result obtained under (b) by the result obtained under (a).
- (d) Obtain the simple average of the result obtained under (c) and the figure 3.14, which is the 1938 average production of sugar beets per planted acre for Texas counties. The resultant average will be the county normal production in tons of sugar beets per planted acre to be entered on SB-309 for all counties.

The county normal percentage of sugar content of sugar beets will be obtained as follows:

- (a) Obtain the total tonnage of sugar beets produced and delivered to the sugar company from Texas counties in the manner outlined in step (a) of the foregoing paragraph.
- (b) Obtain the total commercially recoverable sugar from sugar beets produced in Texas counties in 1939 by adding the entries in column (8) of SB-307 for all such counties. Reduce the resultant total to tons of sugar by dividing by 20. Round to three decimal places.
- (c) Divide the result obtained under (b) by the result obtained under (a).
- (d) Obtain the simple average of the result obtained under (c) and the figure 17.98, which is the 1938 average sugar content of sugar beets for Texas counties. The resultant average will be the county normal percentage of sugar content to be entered on SB-309 for all counties.

#### ESTABLISHING NORMAL YIELDS FOR FARMING UNITS

Column (36). For each farming unit on which sugar beets were planted for harvest in 1938, as indicated by entries in columns (11), (18), and (25), obtain the entry in column (36) by dividing the entry in column (25) by the county average yield in tons of sugar beets per acre in 1938 as entered in the upper right-hand corner and multiplying the result by the county normal yield in tons of sugar beets per acre. (Except that if the result obtained by dividing the entry in column (25) by the county average yield in tons of sugar beets per acre is less than .80, multiply the county normal yield by .80; and if the result of such division is 1.20 or more, multiply the county normal yield by 1.20.)

#### EXAMPLE:

- Facts:
- (a) Average yield of sugar beets per planted acre for the farming unit, 4.16 in 1938.
  - (b) County average yield in tons of sugar beets per acre, 2.68 in 1938.
  - (c) County normal yield, 3.59 tons per acre.



Note: The figure 3.59 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal yield" is not ascertainable as yet.

Computation of normal yield per acre:

(a)  $4.16 \div 2.68 = 1.55$  (more than 1.20)

(b)  $3.59 \times 1.20 = 4.31$  (normal yield in tons per acre for farming unit)

For a farming unit on which sugar beets were not planted for harvest in the year 1938 enter in column (36) 90% of the county normal yield per acre.

Column (37). In cases in which sugar beets were marketed from the farming unit in 1938, enter in column (37) the percentage of sugar content obtained by dividing the entry in column (30) by the county average percentage of sugar content of sugar beets for 1938, as entered in the upper right-hand corner, and multiplying the result by the county normal percentage of sugar content of sugar beets.

EXAMPLE:

- Facts:
- (a) Average percentage of sugar content for the farming unit, 17.51 in 1938.
  - (b) County average percentage of sugar content of sugar beets, 17.75 in 1938.
  - (c) County normal percentage of sugar content, 17.85.

Note: The figure 17.85 used in this example is an arbitrary figure chosen for illustrative purpose, since the correct "normal percentage of sugar content" is not ascertainable as yet.

Computation of normal percentage of sugar content:

(a)  $17.51 \div 17.75 = .986$

(b)  $.986 \times 17.85 = 17.60$  (normal percentage of sugar content for farming unit)

In cases in which sugar beets were not marketed from a farming unit in 1938, enter in column (37) the county normal percentage of sugar content.

Column (38). Enter in this column the rate of commercially recoverable sugar per ton of sugar beets, which is, according to SB-111, the rate of commercially recoverable sugar from sugar beets of the sugar content shown in column (37) for each farming unit. For example, if the percentage of sugar content for the farming unit is shown in column (37) as 17.59, the entry for column (38) will be 3.353, as shown on SB-111.

Column (39). Enter the normal yield of commercially recoverable sugar per acre for each farming unit as obtained by multiplying the entry in column (36) by the entry in column (38) for such farming unit.

DATA FOR ESTABLISHMENT OF ABANDONMENT AND DEFICIENCY AREAS

Columns (40) to (43), inclusive, are designed to assist in the establishment of abandonment and deficiency areas within which farming units on which there was abandoned acreage or crop deficiency of harvested acreage may be approved for payment. Column (40) will have been completed in the county office and the remaining columns shall be completed in the State office after forms SB-307, 1939 Sugar Beet Marketing Report, are received from the sugar company and are completed in the State office.

Column (41). Enter in this column the normal production of commercially recoverable sugar from the 1939 planted acreage as obtained by multiplying the entry on each line in column (39) by the entry on the corresponding line in column (40).

Column (42). Enter in this column the amount of sugar commercially recoverable from the sugar beets produced on each farming unit and marketed for the extraction of sugar, as taken from column (8) of SB-307. Care should be exercised to be sure the proper data are entered in column (42) for the farming unit on which the sugar beets were grown.

Column (43). Enter in this column the percentage which actual production is of normal production, obtained by dividing the entry on each line in column (42) by the entry on the corresponding line in column (41).





UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISION

Cop. 1

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INSTRUCTIONS FOR PREPARATION OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS--  
1939 SUGAR BEET PROGRAM

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(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

The application for payment form, SB-310, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil. The original and first copy, when completed, shall be transmitted to the state office, the second copy shall be retained in the county office, and the third copy should be released to the operator-producer of the farming unit.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms means all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions, further instructions should be obtained from the State office before completion of the application.

A form comparable to SB-205, Farming Unit Summary, which was used in connection with the 1938 sugar beet program, will not be used in connection with the 1939 sugar beet program. However, the form SB-205A, Supplement to Farming Unit Report, will be prepared in connection with the 1939 program for any farming unit which consists of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1939 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

In preparing SB-205A in those cases where such form is required, the instructions contained in SB-208, which was issued in connection with the 1938 sugar beet program, shall be followed with the following exceptions:

1. Only one copy of such form will be prepared for a farming unit and such form will be retained in the county office.



2. In rounding fractions the rule set forth herein shall be followed rather than the rule set forth in SB-208.

SB-302, Farming Unit Report, SB-307, 1939 Sugar Beet Marketing Report, and, in some cases SB-205A, Supplement to Farming Unit Summary, will be used as the basis for preparation of the application. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

All data to be entered in Section II of the application and all data in Section III except items 5, 6, 16, and 17, shall be entered in tenths. All data in items 5, 16, and 17 of Section III and in columns (3) and (4) of Section V shall be entered in hundredths, and data in item 6 of Section III shall be entered in thousandths.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-302 and other data in the county office should be examined and the following facts ascertained:

1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937 on the part of any producer on the farming unit in 1939.
2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1939 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
3. That the acreage of sugar beets planted on the farming unit for harvest for the extraction of sugar, as shown in column (c) of Section II of SB-302, is not in excess of the proportionate share or acreage allotment for such farming unit, as shown in column 4 of SB-317. In this connection, a producer who planted sugar beet acreage in excess of the proportionate share for his farming unit and who destroyed such excess acreage subsequent to September 29, 1939, will not be

eligible for a conditional payment and an application shall not be prepared for the farming unit. Disposal by tillage operations or abandonment where the acreage is suitable for harvest will be deemed to be "destruction" of sugar beet acreage. However, sugar beets harvested for feed or abandonment of sugar beets because of freeze or other natural hazard, or abandonment of low-yielding acreage which would not normally be harvested will not be considered "destruction" and will not prejudice the right of the producer to receive a conditional payment.

4. That any producer on the farming unit who was directly or indirectly a processor of sugar beets during 1939 paid or contracted to pay for all of the sugar beets grown in 1939 by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable. (Information regarding performance by producer-processors with respect to the "fair price" condition should be requested from the State committee if it has not previously been furnished.)
5. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-306 shall be followed in determining whether such requirement has been met.

When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name or names of the beet sugar factory or factories from SB-317 to the spaces provided therefor in the upper right-hand corner of the application. Make no entry in the space provided for the date the application was filed, except as hereinafter provided.

Section II. Required Farming Practices. The data to be entered in Section II of the application shall be obtained from Section III of SB-302. Such data shall be transferred as follows:

<u>Section III of SB-302</u>		<u>Section II of application</u>	
From item 1, column (e)	to	item (1), column (a)	
" item 2, column (e)	"	item (2), column (a)	
" item 3, column (e)	"	item (3), column (a)	
" sum of items 4 and 5, column (e)	"	item (4), column (a)	
" sum of items 6(a) and 6(b), column (e)	"	item (5), column (a)	
" item 7, column (e)	"	item (6), column (a)	

There shall be entered in item (7), column (a), of Section II of the application the sum of the entries in items (1) to (6), column (a). If the entry in item (7), column (a), is equal to or greater than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of column (c) of Section II of SB-302, such entry in item (7), column (a) shall be transferred to item (12) and no fur-



ther entries need be made in Section II of the application.

If the entry in item (7), column (a), is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, Section IV of SB-302 shall be examined. If the answer to the question in Section IV is "No," the farming practice requirement will be deemed not to have been met. However, if the answer to such question is "Yes," the SB-302 prepared for the "other" farming unit shall be obtained and data with respect to farming practices carried out on such other farming unit shall be entered in items (1) to (7), column (b), of Section II of the application in the manner outlined for entering data in items (1) to (7), column (a) of such Section.

Enter in item (8) the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain such acreage from the space for the total of column (c) of Section II of the SB-302 for the "other" farming unit.

Obtain the entry for item (9) by subtracting from the entry in item (7), column (b), the entry in item (8), column (b).

Obtain the entry for item (10) from column (c) of Section II of the SB-302 for the farming unit to be covered by the application. Such entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.

Obtain the entry for item (11) by multiplying the entry in item (10) by 0.75.

Obtain the entry for item (12) by adding to the entry in item (7), column (a), the smaller of the entries in items (9) and (11), column (b).

In the event the farming unit includes two or more rented tracts of land which would otherwise be parts of "other" farming units, column (b) should be separated into two or more columns by drawing one or more lines through items (1) to (11), inclusive, of such column. Then data for each of the "other" farming units shall be entered in a separate column in the manner just outlined for entries in column (b). To obtain the entry for item (12) in such a case, add to the entry in item (7), column (a), the smaller of the entries in items (9) and (11) for each of the columns formed by the vertical lines in column (b).

If, after all entries have been made in Section II of an application, it is determined that the entry in item (12) is equal to or greater than the acreage of sugar beets planted on such farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to such farming unit. If the entry in item (12) is less than such planted sugar beet acreage, such requirement will be deemed not to have been met and no further entries shall be made on the application unless it is determined that sufficient practices in addition to those set forth in SB-302 were carried out.

Section III. Computation of Payment. The entries to be made in Section

III of the application shall be obtained as follows:

Item 1. Obtain this entry from column 4 of SB-317, "Proportionate Shares or Acreage Allotments," opposite the appropriate serial number.

Note: If more than one proportionate share or acreage allotment was established for an area which is found to constitute only one farming unit, it would have been necessary at the time of checking performance to combine the separate allotments into a single allotment for the entire farming unit. Similarly, if only one allotment was established for an area which was found to constitute more than one farming unit, it would have been necessary to divide such allotment into separate allotments for the individual farming units. In such a case the necessary combination or division should be noted on SB-317, and the county committee shall attach to the application a signed statement setting forth the details of such combination or division.

Item 2. Obtain this entry from the space for the total of column (c) of Section II of SB-302.

Item 3. Obtain this entry from the space for the total of column (d) of Section II of SB-302. Enter "XX" in a case of total acreage abandonment.

Item 4. Obtain this entry from column 5 of SB-307, 1939 Sugar Beet Marketing Report. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine two or more entries in column (5) of SB-307. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide an entry in column (5) of SB-307. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 3 is "XX."

Item 5. Obtain this entry from item 6 of SB-307. If the sugar beets from the farming unit were marketed under that type of agreement commonly known as an "individual test contract," the entry shall be made in item 5(a). If the sugar beets were marketed under any other type of agreement, the entry shall be made in item 5(b). Enter "XX" in the space in which a percentage is not entered.

Item 6. Obtain this entry from column 7 of SB-307. Enter "XX" if the entry in item 4 is "XX." If an entry was made in item 5(a), determine that the rate entered in column 7 of SB-307 is, according to SB-111, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 5(a). If an entry was made in item 5(b), verify the rate of commercially recoverable sugar per ton of sugar beets entered in column 7 of SB-307 by multiplying the entry in item 5(b) of Section III of the application by .194. In the latter case the rate of commercially recoverable sugar per ton of sugar beets will be the same for all farming units from which sugar beets were marketed to the same factory.

Item 7. Obtain this entry from column (8) of SB-307 and verify such entry by multiplying the entry in item 4 by the entry in item 6. Enter "XX" if the entry in item 4 is "XX."



Note: If sugar beets were marketed from a farming unit to more than one factory, draw a vertical line or lines through the spaces for entries in items 4, 5, and 6 and enter the appropriate data for the sugar beets marketed to each factory in one of the columns thus formed. Then obtain one entry for item 7 by adding the results obtained by multiplying the entry in item 4 by the entry in item 6 in each column.

Item 8. Obtain this entry from column (39) of SB-309, Listing Sheet, 1939 Sugar Beet Program. Do not make this entry until SB-309 has been approved by the State committee.

Item 9. Obtain this entry from the space beneath the table in Section II of SB-302. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-302, shall be entered in the space provided immediately beneath item 9 of Section III of the application.

Item 10. Enter in this item the result obtained by multiplying the entry in item 8 by the entry in item 9. Enter "XX" if the entry in item 9 is "XX."

Item 11. Enter in this item the result obtained by dividing the entry in item 10 by 3.0. Enter "XX" if the entry in item 9 is "XX."

Item 12. Obtain this entry by multiplying the entry in item 3 by the entry in item 8. Enter "XX" if the entry in item 3 is "XX."

Item 13. Enter in item 13 the result obtained by multiplying the entry in item 12 by 0.80. Enter "XX" if the entry in item 3 is "XX."

Item 14. Obtain this entry by subtracting from the entry in item 13, the entry in item 7. Enter "XX" if the entry in item 7 is equal to or greater than the entry in item 13. If an entry other than "XX" has been made in item 14, enter the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 11 and 14, the county committee must determine whether the farm is to be approved for abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets. In addition, the committee must determine that the farming unit is included in an "abandonment and deficiency" area and that a designation of such area has been forwarded to the State committee, as provided in SB-312, Instructions for Preparation of Listing Sheet-1939 Sugar Beet Program.

If an entry other than "XX" appears in item 11 of Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 11 shall be encircled. Similarly, if an entry other than "XX" appears in item 14 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 14 shall be encircled.

Item 15. Enter in this item the sum of the entry in item 7 and the unencircled entries in items 11 and 14. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 15 must be the same as the entry in item 7.

Item 16. Obtain this entry by multiplying the entry in item 15 by \$0.60. If the entry in item 15 is in excess of 10,000 cwts., obtain the entry for item 16 by using the following computation schedule, which shall be prepared in triplicate:

Production	Maximum quantity for payment at each rate (cwt.)	Smaller of columns 1 & 2 (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	(5)
	10,000		\$ 0.60	\$
	20,000		\$ 0.55	\$
	90,000		\$ 0.525	\$
	120,000		\$ 0.50	\$
	360,000		\$ 0.475	\$
	xxx		\$ 0.30	\$
Total xxxxx	xxxxxx	xxxxxx	xxxx	\$

To obtain the total payment by use of this schedule, enter on the first line in column (1) the total production shown in item 15 of Section III of the application. Enter on the second line in column (1) the result obtained by subtracting 10,000 from the entry on the first line in column (1). Obtain entries for the third, fourth, fifth, and sixth lines in column (1), if required, by subtracting 20,000, 90,000, 120,000, and 360,000 from the entries on the second, third, fourth, and fifth lines, respectively. Thereafter, enter in column (3) on each line the smaller of the entries in columns (1) and (2), except that any entry on the sixth line in column (1) shall be transferred to column (3). Obtain the entries for column (5) by multiplying each entry in column (3) by the corresponding entry in column (4). Obtain the total of the entries in column (5) and transfer such total to item 16 of Section III of the application. The original and one copy of the computation schedule shall be attached to the application and will accompany such application when it is transmitted to the State office.

Item 17. Enter in the blank space following the words "deduction of" the rate of deduction (expressed as a percentage) for county association expenses. This rate will be furnished by the State committee. Subtract from 100% the rate thus entered and multiply the entry in item 16 by the resultant percentage to obtain the entry for item 17.



Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1939 either directly or indirectly a processor of sugar beets, enter "none" in the space provided for the signature in Section IV. If any producer on the farming unit was, in 1939, a processor of sugar beets or indirectly a processor of sugar beets, as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company, enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Columns (1) and (2). Enter in these columns the names and addresses of the producers on the farming unit, as taken from columns (e) and (f) of Section II of SB-302. The names and addresses shall be printed.

Column (3). If the farming unit consists of only one tract, obtain entries for this column from column (g) of Section II of SB-302 opposite the names of the producers. If the farming unit consists of more than one tract, SB-205A should have been prepared and the entries for column (3) shall be obtained from column (7) of Section II of SB-205A. The total of column (3) must equal 100.00.

Column (4). Obtain the entries for this column by multiplying the entry in item 17 of Section III by the respective entries in column (3) of Section V. Obtain and enter the total of column (4). Such total must equal the entry in item 17 of Section III, except that any difference due solely to the rounding of fractions may be disregarded.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 11 and 14 of Section III and the county committee must be certain that any entries which appear in such items have been encircled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-312.

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the representations in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not

be signed, if the producer signs the original in such a manner that a facsimile of his signature appears on such copies. The operator-producer should be permitted to keep the last copy in the set, although the carbon paper, other than the last sheet, should not be withdrawn.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the representations in Section I, to sign in the spaces provided therefor. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column (1) of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be retraced. If a signature is so illegible as to raise doubt as to its acceptability, such signature should be witnessed.

Signatures should be handwritten, unless the producer customarily prints his name as a signature, in which event, such printed signature will be acceptable only if witnessed by one person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by one person, whose signature must be handwritten.

If any producer was, either directly or indirectly, a processor of sugar beets in 1939, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and representations on the application before signing and to sign his name in the space provided therefor exactly as it appears in column (1) of Section V. An envelope with the address of the Secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is received, the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

Authorization of Fiduciaries. If a person signs an application in a representative or fiduciary capacity, it shall be the responsibility of the



county committee to determine, in accordance with the instructions in ACP-16, that such person is properly authorized to sign in such capacity. Such fiduciary must sign the application in the manner prescribed in ACP-16.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, a member of the county committee who is authorized to act on behalf of the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. If a correction has been made in any of the following items, such correction must be initialed by the county committeeman:

- (a) Section II, items (1) to (6), inclusive, (8), (9), and (10).
- (b) Section III, items 1 to 5, inclusive, 8 and 9.
- (c) Section IV, columns (1), (2) and (3).

Thereafter such county committeeman shall sign in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer or producers or because of their refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer or producers to sign. Such signed statement shall be attached to the application.

If any application is transmitted to the State office after June 1, 1940, or if there is any question in connection with an application transmitted prior to June 1, 1940, which leads the county committeeman to believe it may be suspended or otherwise delayed so that it would not reach the General Accounting Office for preaudit before July 1, 1940, the date of filing of such application in the county office shall be entered in the space provided therefor in the upper right-hand corner. Otherwise, the date of filing need not be entered.

Certification With Respect to Disposition of Acreage in Excess of Proportionate Shares. Before any applications are transmitted to the State office, it will be necessary for the county committee to prepare in triplicate a certification with respect to the disposition made of sugar beet acreage in excess of proportionate shares. The original and first copy of such certification are to be forwarded to the State office and the second copy retained in the county office.

As stated in the foregoing instructions, a producer will be ineligible for payment if he planted acreage in excess of the proportionate share for his farming unit and if such excess acreage was destroyed subsequent to September 29, 1939. If the planted sugar beet acreage was not in excess of the proportionate share on any farming unit in the county, the certification need only state such fact. If acreage in excess of the proportionate share was planted on one or more farming units in the county and if, on any of such farming units, the excess acreage was "destroyed" subsequent to September 29, 1939, the serial number of the farming unit involved must be stated. An application must not be prepared for such farming unit.

Distribution of Copies of Application. When applications have been signed and certified, the carbon paper shall be removed from each set of forms. If the third (last) copy of the application has not already been turned over to the operator-producer, it shall be mailed to him. The second copy shall be retained in the county office and the original and first copy shall be forwarded to the State office in accordance with instructions to be issued by the appropriate division of the Agricultural Adjustment Administration.

#### PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The word "Supplemental" shall be entered above the title of the application. The serial number assigned to such application shall be the same as the serial number assigned to the original application, except that it shall be followed by the letter "x". If more than one producer failed to sign the original application, an attempt should be made to obtain the signatures of all such producers on the same supplemental application. However, if only one of the producers who failed to sign the original application can be located at the time a supplemental application is prepared and another of such producers is located at a later date and indicates his desire to make application for payment, another supplemental application shall be prepared. The serial number of the second supplemental application shall be followed by the letter "y," and if a third supplemental application is prepared, the serial number shall be followed by the letter "z."

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

#### HANDLING OF SUSPENDED APPLICATIONS

Applications will be carefully examined in the State office, and if it is discovered that an error has been made in any computation, that a correction has not been properly initialed, that a signature has not been properly affixed, or that an application is otherwise irregular, such application will be returned to the county office for correction.

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.



If a suspended application is resubmitted to the State office after June 1, 1940, the date such application was filed in the county office shall be entered in the space provided therefor in the upper right-hand corner.

#### CASES INVOLVING ADJUSTMENTS

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Handling of Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the refusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1939 sugar beet program in the manner prescribed under the Agricultural Conservation Program for handling such cases, except that in the case of a check which was issued to a producer who died before cashing such check, any claim by a creditor of the decedent for the proceeds of such check shall not be recognized.

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Issued November 4, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
SUGAR DIVISION

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INSTRUCTIONS FOR PREPARATION OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS--  
1939 SUGAR BEET PROGRAM

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(For Use by County Committees)

PREPARATION OF REGULAR APPLICATIONS

The application for payment form, SB-310, (referred to herein as the "application") has been printed in sets of four with carbon paper inserted, and shall be prepared with an indelible pencil.

The term "farming unit" as used herein and in other forms and instructions, and the term "farm" as used on the application, have identical meaning. Such terms mean all farm land which is farmed by an operator as a single unit, with work stock, farm machinery, and labor substantially separate from that for any other land.

In preparing applications it should be borne in mind that they will be carefully examined in the State office for errors. Certain definite requirements must be met in order to avoid suspension and the delay resulting therefrom. Therefore, the instructions contained herein must be strictly adhered to. In the event of any situation which is not specifically covered by these instructions further instructions should be obtained from the State office before completion of the application.

A form comparable to SB-205, Farming Unit Summary, which was used in connection with the 1938 sugar beet program, will not be used in connection with the 1939 sugar beet program. However, the form SB-205A, Supplement to Farming Unit Report, will be prepared in connection with the 1939 program for any farming unit which consists of more than one tract. The term "tract" as used herein means any portion of a farming unit on which a crop of sugar beets was planted for harvest in 1939 in which at least one producer has a different interest from that which he has in the sugar beet crop on any other such portion of the farming unit.

In preparing SB-205A in those cases where such form is required, the instructions contained in SB-208, which was issued in connection with the 1938 sugar beet program, shall be followed with the following exceptions:

1. Only one copy of such form will be prepared for a farming unit and such form will be retained in the county office.



2. In rounding fractions the rule set forth herein shall be followed rather than the rule set forth in SB-208.

SB-302, Farming Unit Report, SB-307, 1939 Sugar Beet Marketing Report, and, in some cases SB-205A, Supplement to Farming Unit Summary, will be used as the basis for preparation of the application. If an error is made on an application, the incorrect entry shall not be erased but shall be deleted by drawing a single line through it and the correct entry shall be entered in the nearest available space.

A correction in any entry on an application which might increase the payment to any individual shown thereon must be initialed by the member of the county committee who signs in Section VI of the application.

All data to be entered in Section II of the application and all data in Section III except items 5 and 6 shall be expressed to the nearest tenth. All data in item 5 of Section III and in column 3 of Section V shall be expressed to the nearest hundredth and data in item 6 of Section III shall be expressed to the nearest thousandth.

All computations shall be carried two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped, and if such digits amount to more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.

Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farming unit to be covered by such application. In order to make such determination, SB-302 and other data in the county office should be examined and the following facts ascertained:

1. That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937 on the part of any producer on the farming unit in 1939.
2. That no unsettled wage claim is on file against any producer on the farming unit and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1939 sugar beet crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the Secretary of Agriculture.
3. That the acreage of sugar beets planted on the farming unit for harvest for the extraction of sugar, as shown in column (c) of Section II of SB-302, is not in excess of the proportionate share or acreage allotment for such farming unit, as shown in column 4 of SB-317. In this connection, a producer who planted sugar beet acreage in excess of the proportionate share for his farming

unit and who destroyed such excess acreage subsequent to September 29, 1939, will not be eligible for a conditional payment and an application shall not be prepared for the farming unit. Disposal by tillage operations or abandonment where the acreage is suitable for harvest will be deemed to be "destruction" of sugar beet acreage. However, sugar beets harvested for feed or abandonment of sugar beets because of freeze or other natural hazard, or abandonment of low-yielding acreage which would not normally be harvested will not be considered "destruction" and will not prejudice the right of the producer to receive a conditional payment.

4. That the farming practice requirement has been met with respect to the farming unit. The instructions in SB-306 (SR) shall be followed in determining whether such requirement has been met.

When the above determinations have been made with respect to a farming unit and it is found that the conditions for payment have been met, transfer the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory from SB-317 to the spaces provided therefor in the upper right corner of the application. Make no entry in the space provided for the date the application was filed, except as hereinafter provided.

Section II. Required Farming Practices. The data to be entered in Section II of the application shall be obtained from Section III of SB-302. Such data shall be transferred as follows:

<u>Section III of SB-302</u>		<u>Section II of application</u>	
From item 1, column (e)	to	item 1, column (a)	
" item 2, column (e)	"	item 2, column (a)	
" item 3, column (e)	"	item 3, column (a)	
" sum of items 4 and 5,			
column (e)	"	item 4, column (a)	
" sum of items 6(a) and			
6(b), column (e)	"	item 5, column (a)	
" item 7, column (e)	"	item 6, column (a)	

There shall be entered in item 7, column (a), Section II of the application the sum of the entries in items 1 to 6 inclusive, column (a). If the entry in item 7, column (a), equals or exceeds the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, as indicated by the total of column (c), Section II of SB-302, such entry in item 7, column (a) shall be transferred to item 12, Section II and no further entries need be made in Section II of the application.

If the entry in item 7, column (a), is less than the total acreage planted to sugar beets on the farming unit for harvest for the extraction of sugar, Section IV of SB-302 shall be examined. If the answer to the question in Section IV of SB-302 is "No," the farming practice requirement



will be deemed not to have been met. However, if the answer to such question is "Yes," the SB-302 prepared for the "other" farming unit shall be obtained and the data with respect to farming practices carried out on such other farming unit shall be entered in items 1 to 7, inclusive, column (b), of Section II of the application in the manner outlined for entering data in items 1 to 7, inclusive, column (a) of such Section.

Enter in item 8 the acreage of sugar beets planted on the balance of the "other" farming unit for harvest for the extraction of sugar. Obtain such acreage from the space for the total of column (c) of Section II of the SB-302 for the "other" farming unit.

Obtain the entry for item 9 by subtracting from the entry in item 7, column (b), the entry in item 8, column (b).

Obtain the entry for item 10 from column (c) of Section II of the SB-302 for the farming unit to be covered by the application. Such entry will appear opposite the ACP Farm No. for the rented acreage which would otherwise be part of the "other" farming unit.

Obtain the entry for item 11 by multiplying the entry in item 10 by 0.75.

Obtain the entry for item 12 by adding to the entry in item 7, column (a), the smaller of the entries in items 9 and 11, column (b).

If, after all entries have been made in Section II of an application it is determined that the entry in item 12 equals or exceeds the acreage of sugar beets planted on such farming unit for harvest for the extraction of sugar, the farming practice requirement will be deemed to have been met with respect to such farming unit. If the entry in item 12 is less than such planted sugar beet acreage, such requirement will be deemed not to have been met and no further entries shall be made on the application unless it is determined that sufficient practices in addition to those set forth in SB-302 were carried out.

Section III. Computation of Payment. The entries to be made in Section III of the application shall be obtained as follows:

Item 1. Obtain this entry from column 4 of SB-317, "Proportionate Shares or Acreage Allotments," opposite the appropriate serial number.

Item 2. Obtain this entry from the space for the total of column (c), Section II of SB-302.

Item 3. Obtain this entry from the space for the total of column (d), Section II of SB-302. Enter "XX" in a case of total acreage abandonment.

Item 4. Obtain this entry from column 5 of SB-307, 1939 Sugar Beet Marketing Report. If more than one sugar company contract is in effect with respect to one farming unit, and if data are reported separately for each contract, it will be necessary to combine the entries for these contracts

in column 5 of SB-307. On the other hand, if a person has one sugar company contract in effect covering more than one farming unit, it may be necessary to divide the entry in column 5 of SB-307. In the latter case the correct tonnage figures for each farming unit can probably be ascertained from the sugar company fieldman for the district. Enter "XX" if the entry in item 3 is "XX".

Item 5. Obtain this entry from column 6 of SB-307. This entry shall always be made in item 5(a).

Item 6. Obtain this entry from column 7 of SB-307. Enter "XX" if the entry in item 4 is "XX." Determine that the rate entered in column 7 of SB-307 is, according to SB-111, the correct rate of commercially recoverable sugar per ton of sugar beets of the percentage of sugar content shown in item 5(a).

Item 7. Obtain this entry from column 8 of SB-307 and verify such entry by multiplying the entry in item 4 by the entry in item 6. Enter "XX" if the entry in item 4 is "XX."

Item 8. Obtain this entry from column 39 of SB-309, Listing Sheet, 1939 Sugar Beet Program.

Item 9. Obtain this entry from the space beneath the table in Section II of SB-302. Enter "XX" if no acreage was abandoned. The cause of abandonment, which should also be shown beneath the table in Section II of SB-302, shall be entered in the space provided immediately beneath item 9, Section III of the application.

Item 10. Enter the result obtained by multiplying the entry in item 8 by the entry in item 9. Enter "XX" if the entry in item 9 is "XX."

Item 11. Enter the result obtained by dividing the entry in item 10 by 3.0. Enter "XX" if the entry in item 9 is "XX."

Item 12. Obtain this entry by multiplying the entry in item 3 by the entry in item 8. Enter "XX" if the entry in item 3 is "XX".

Item 13. Enter the result obtained by multiplying the entry in item 12 by 0.80. Enter "XX" if the entry in item 3 is "XX."

Item 14. Obtain this entry by subtracting from the entry in item 13, the entry in item 7. Enter "XX" if the entry in item 7 equals or exceeds the entry in item 13. If an entry other than "XX" has been made in item 14, enter the cause of deficiency in the space provided beneath such item. If the cause of the deficiency is not known in the county office at the time the application is prepared, a county committeeman shall determine such cause before Section III of the application is completed.

Before any further entries are made in Section III of an application in which entries other than "XX" appear in either or both of items 11 and 14, the county committee must determine whether the farm is to be approved for



abandonment or deficiency payments. The report of the farm reporter who inspected the farm for the purpose of determining performance should be studied in making this determination, and any report which may have been submitted by a sugar company fieldman with respect to abandoned acreage or crop deficiency of harvested acreage should be taken into consideration. The committee must determine that the abandonment or deficiency, as the case may be, was directly due to drought, flood, storm, freeze, disease, or insects, and that the sugar beets were planted on acreage suitable for sugar beet production and were cared for up to the time of harvest or abandonment in a manner which could be expected under average conditions to produce a normal crop of sugar beets.

If an entry other than "XX" appears in item 11, Section III of an application and if the committee does not approve the farming unit for an abandonment payment, such entry in item 11 shall be encircled. Similarly, if an entry other than "XX" appears in item 14 of an application and if the committee does not approve the farming unit for a deficiency payment, such entry in item 14 shall be encircled.

Item 15. Enter in this item the sum of the entry in item 7 and the uncircled entries in items 11 and 14. If the farming unit is not approved for abandonment or deficiency payments, the entry in item 15 must be the same as the entry in item 7.

Section IV. Certification of Producer-Processor. If none of the producers on the farming unit was in 1939 either directly or indirectly a processor of sugar beets, enter "None" in the space provided for the signature in Section IV. If any producer on the farming unit was in 1939 a processor of sugar beets, or indirectly a processor of sugar beets (as in the case of a holding company, subsidiary company, or person who had a controlling interest in a beet sugar company), enter in the space provided therefor the name of the sugar company with which such producer was connected.

Section V. Distribution of Payments to Producers. Obtain entries for Section V of the application as follows:

Columns 1 and 2. Enter in these columns the names and addresses of the producers on the farming unit, as taken from columns (e) and (f) of Section II of SB-302. The names and addresses shall be printed.

Column 3. If the farming unit consists of only one tract, obtain entries for this column from column (g) of Section II of SB-302 opposite the names of the producers. If the farming unit consists of more than one tract, SB-205A should have been prepared and the entries for column 3 shall be obtained from column 7 of Section II of SB-205A. The total of column 3 must equal 100.00.

Review of Applications. When an application is completed and ready for signature, all entries thereon shall be carefully checked and any errors corrected. Particular attention shall be directed to items 11 and 14 of Section III and the county committee must be certain that any entries which appear in such items have been circled unless the farming unit has been approved for an abandonment or deficiency payment, or both, as the

case may be. In addition, the committee must be certain that statements designating the county or local producing areas within the county as abandonment and deficiency areas have been forwarded to the State committee, as provided in SB-312 (SR).

Signatures and Certifications of Producers. When all necessary entries have been made on the application, the operator-producer and any other producers on the farming unit who live within a reasonable distance, should be requested to call at the county office, or at some other designated point, for the purpose of signing such application. At such time, a member of the county committee or some other person in the county office should go over the entries on the application with the operator-producer in order to determine that all such entries are correct. The operator-producer should also be requested to read the certifications in Section I. When the operator-producer has satisfied himself that all entries are correct, he should sign in ink or indelible pencil in the space provided therefor in Section I, and the date on which he signs must be entered to the left of his signature. The copies of the application need not be signed if the producer signs the original in such a manner that an impression of his signature appears on such copies.

After the operator-producer has signed the application, the other producers on the farming unit should be requested, after reading the certifications in Section I, to sign in the spaces provided therefor, using ink or indelible pencil. The dates on which the producers sign must be entered to the left of their respective signatures.

Producers should be requested to sign their names exactly as they appear in column 1 of Section V, except that if a name in Section V has been incorrectly spelled, the producer should sign his name correctly and the spelling in Section V shall be corrected. After a producer has signed, his signature must not be traced. If a signature is so illegible as to raise doubt as to its acceptability, such signature should be witnessed by a disinterested person.

Signatures should be handwritten, unless the producer customarily prints his name as a signature, in which event such printed signature will be acceptable only if witnessed by a disinterested person, whose signature must be handwritten. If any producer signs by mark or in other than English script, such signature must also be witnessed by a disinterested person, whose signature must be handwritten.

If any producer was, either directly or indirectly, a processor of sugar beets in 1939, such producer should be requested to sign in the space provided therefor in Section IV and the date on which he signs must be entered to the left of his signature.

If any producer lives at a sufficient distance to make it impossible or impracticable to call at the county office or other designated point, the application should be mailed to such person for signature. Such producer should be advised to examine the entries and certifications on the application before signing and to sign his name in the space provided therefor exactly as it appears in column 1 of Section V. An envelope with the address of



the secretary of the county association should be enclosed when the application is mailed to a producer for signature in order to facilitate its return. Franked envelopes of the Agricultural Adjustment Administration must not be used for this purpose.

If a producer dies after the harvest of the sugar beets with respect to which application for payment is to be made and before the application is signed, the application shall be signed by the representative of the estate of such deceased producer, or by his heirs. Similarly, if a producer is declared incompetent by a court of competent jurisdiction during such period, the application shall be signed by the guardian of the estate of such incompetent person. If a producer dies or is declared incompetent after transmittal of the application to the State office but before payment is received, the State committee shall be requested to return such application to the county office and a new application shall be signed by the proper parties.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the proper authority so to act. The signing of the application by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. If the members of the committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16, "Instructions on Signatures and Authorization," and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney on the applicable AAA form or a similar form be secured for substitution unless the power-of-attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

Certification of County Committee. When signatures have been affixed to the application in Section I, and in Section IV if required, the county committee shall carefully examine the application to determine that it has been properly prepared in accordance with these instructions. Thereafter such committee shall authorize one of its members to affix his signature on behalf of the committee in the space provided in Section VI, using ink or indelible pencil.

If the signature of one or more of the producers on the farming unit could not be obtained because of failure to locate such producer(s) or because of refusal to sign, or for any other reason, the county committeeman shall prepare and sign a statement setting forth in detail the reason for failure of the producer(s) to sign. Such signed statement shall be attached to the application.

If any application is transmitted to the State office after June 1, 1940, or if there is any question in connection with an application transmitted prior to June 1, 1940, which leads the county committeeman to believe it may be suspended or otherwise delayed so that it would not reach the General Accounting Office for preaudit before July 1, 1940, the date of

filing of such application in the county office shall be entered in the space provided therefor in the upper right corner. Otherwise, the date of filing need not be entered.

Certification With Respect to Disposition of Acreage in Excess of Proportionate Shares. Before any applications are transmitted to the State office, it will be necessary for the county committee to prepare in triplicate a certification with respect to the disposition made of sugar beet acreage in excess of proportionate shares. The original and first copy of such certification are to be forwarded to the State office and the second copy retained in the county office.

As stated in the foregoing instructions, a producer will be ineligible for payment if he planted acreage in excess of the proportionate share for his farming unit and if such excess acreage was destroyed subsequent to September 29, 1939. If the planted sugar beet acreage was not in excess of the proportionate share on any farming unit in the county, the certification need only state such fact. If acreage in excess of the proportionate share was planted on one or more farming units in the county and if, on any of such farming units, the excess acreage was "destroyed" subsequent to September 29, 1939, the serial number of the farming unit involved must be stated. An application must not be prepared for such farming unit.

Submitting Forms to State Office. Before submitting applications to the State office each such form should be carefully checked to determine that:

1. All data have been correctly entered.
2. Any corrections have been properly initialed.
3. Each interested person has signed the application or there is a proper explanation as to why he has not done so.
4. All signatures of applicants are genuine and agree with their names as printed on the application.
5. A complete mail address is entered for each applicant who has signed the application.
6. The signature of a member of the county committee has been affixed in the space provided.

Applications shall be listed on Form SR-315, Transmittal Sheet, for submission to the State office and the following notation shall be entered in the heading of such Forms SR-315, "1939 Sugar Beet."

The original and all copies of the applications with inserted carbons intact shall be submitted to the State office. The county offices and producer's copies will be returned to the county office after computations have been made thereon, at which time the producer's copy shall be delivered to the farm operator-producer.



Applications suspended for correction should be listed on Forms SR-315, with regular applications when ready for resubmission to the State office rather than being listed on separate Forms SR-315.

#### PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the producers on a farming unit could not be obtained on an application prior to submission of such application to the State office, and if one of such producers later is located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall be completed in every detail except that it shall be signed only by the producer who failed to sign the original application. Such application must be certified by a member of the county committee. The notation "Supp" shall be entered following the serial number of the application.

Supplemental applications shall be carefully checked against the county office copies of the original applications. The instructions set forth herein relative to the initialing of corrections shall be followed in connection with any corrections made on a supplemental application.

#### HANDLING OF SUSPENDED APPLICATIONS

A correction of any of the basic data on the application must be initialed by the county committeeman who signed in Section VI, although if the county committeeman who signed in Section VI is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in Section VI above the signature of the committeeman who originally signed.

If a suspended application is resubmitted to the State office after June 1, 1940, the date such application was filed in the county office shall be entered in the space provided therefor in the upper right corner.

#### HANDLING OF MISCELLANEOUS CASES

Errors Discovered Before Payment is Issued. If it is determined, after submission of an application to the State office and before payment is received, that an error was made in the preparation of such application, the State office shall be requested to return the application to the county office for correction. If necessary, a new application shall be prepared. However, in such case, the original incorrect application, as well as the new application, shall be submitted to the State office and a brief statement, signed by a member of the county committee, setting forth the reason for the correction, shall be attached to the corrected application.

Adjustments, Undelivered Checks, Lost Checks, and Refunds. Cases involving adjustments, cases involving checks which may not be delivered because of the death of the payees, failure to locate the payees or the re-

fusal of the payees to accept such checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled under the 1939 sugar beet program in the manner prescribed under the Agricultural Conservation Program for handling such cases, except that in the case of a check which was issued to a producer who died before cashing such check, any claim by a creditor of the decedent for the proceeds of such check shall not be recognized.

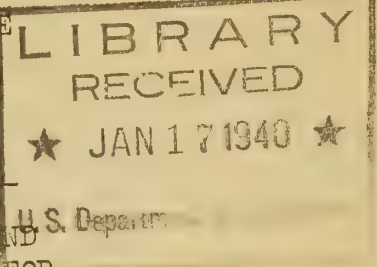
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Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION



INSTRUCTIONS FOR PREPARATIONS OF REGULAR AND  
SUPPLEMENTAL APPLICATIONS FOR PAYMENT AND FOR  
HANDLING SUSPENDED APPLICATIONS FOR PAYMENT AND  
APPLICATIONS FOR PAYMENT INVOLVING ADJUSTMENTS -  
1939 SUGAR BEET PROGRAM

(For Use by County Committees)

The procedure for making entries in Section V of the application, as outlined in SB-313, page 8, is hereby amended by adding thereto the following procedure for use in connection with the preparation of applications for payment where it is found that one or more of the producers, who are entitled to a share of the payment computed for the farming unit, are indebted to one or more agencies of the United States Government.

Where an applicant is indebted to the United States Government, as shown by the Register of Indebtedness or AAA-372, a set-off will be made against the sugarbeet payment due such applicant. If it is found that an applicant is indebted to more than one governmental agency or to the same governmental agency by reason of overpayments under different appropriations, set-offs shall be made in the following order:

1. Indebtedness to the Agricultural Adjustment Administration.
  - (a) Grants of aid
  - (b) Crop Insurance advances
  - (c) Overpayments under agricultural conservation programs
  - (d) Overpayments under price adjustment programs, including failure to distribute 1935 Cotton Price Adjustment payments
  - (e) Overpayments under sugar beet programs
  - (f) Overpayments under commodity contracts
  - (g) Failure to pay marketing quota penalties



2. Indebtedness to the Commodity Credit Corporation.
3. Indebtedness to the Farm Security Administration.
4. Indebtedness to the Farm Credit Administration.
5. Indebtedness to governmental agencies other than agencies of the Department of Agriculture.

In preparing applications for payment under the 1939 Sugar Beet Program the following procedure is to be used when one or more producers are listed on the Register of Indebtedness.

1. Preparation of SB-310, Section V.

- a. If it is found that a producer is indebted to the United States Government, enter such producer's name in column (1). Enter on the line immediately below the printed name of the producer in column (1) "Indebted to A.A.A.", "Indebted to F.S.A.", "Indebted to F.C.A.", etc., and enter in column (1), immediately following the name of the governmental agency, the amount of the indebtedness. If the indebtedness is shown on AAA-372 as a percentage of the net payment, multiply such percentage by the producer's payment in column (4) and enter such amount opposite the name of the governmental agency in column (1).
- b. Enter in column (2) opposite the name of the producer the address of the producer. Enter in column (2) opposite the name of the governmental agency the address of such agency unless the governmental agency is the Agricultural Adjustment Administration.
- c. Enter in column (3) opposite the names of the producers listed in column (1) the percentage shares of the total payment computed under the application to which each producer is entitled.
- d. Obtain the entries for column (4) by multiplying the entry in item 17 of Section III by the respective entries in column (3) of Section V.
- e. If the amount of the producer's payment as shown in column (4) is more than the amount of the indebtedness,
  - (1) Enter in column (4) opposite the name of the agency to whom the producer is indebted, the amount of such indebtedness.
  - (2) Encircle the amount entered in column (4) opposite the name of the producer.
  - (3) Enter immediately above the encircled entry the amount obtained by subtracting from the encircled entry the amount of the indebtedness.

f. If the amount of the producer's payment as shown in column (4) is less than the amount of the indebtedness.

- (1) Enter opposite the name of the governmental agency the amount of the producer's payment.
- (2) Encircle the amount entered in column (4) opposite the name of the producer.
- (3) Enter zero immediately above the encircled entry.

If a producer is indebted to more than one governmental agency and the amount of such producer's payment under the application is more than the amount of the indebtedness first in order of priority, additional lines in Section V may be used to show deductions for the other debts in the order of their priority. The following examples illustrate the entries to be made in Section V of SB-310 in cases where a producer is indebted to the United States Government:

Example 1 - One Producer Indebted In An Amount Less Than His Share  
Of the Payment

## SECTION V - DISTRIBUTION OF PAYMENT TO PRODUCERS

Name of producer	Address of producer	Percentage of Payment	Share of net payment (column 3 x Section III, item 17)
(1)	(2)	(3)	(4)
John Doe	Menomonie, Michigan	50	\$150.00
Richard Roe	Menomonie, Michigan	50	60.00
			(150.00)
Indebted to A.A.A. \$90.00			90.00
	TOTAL	100.00	300.00



Name of producer	Address of producer	Percentage of Payment	Share of net payment (column 3 x Section III, item 17)
(1)	(2)	(3)	(4)
John Doe	Menomonie, Michigan	50	0 (\$100.00)
Indebted to F.C.A. \$150.00	176 East Fifth St. St. Paul, Minnesota		100.00
Richard Roe	Menomonie, Michigan	50	50.00 (100.00)
Indebted to A.A.A. \$50.00			50.00
	TOTAL	100.00	200.00

SECTION V - DISTRIBUTION OF PAYMENT TO PRODUCERS

Name of producer	Address of producer	Percentage of Payment	Share of net payment (column 3 x Section III, item 17)
(1)	(2)	(3)	(4)
John Doe	Scotts Bluff, Nebraska	50	50.00 (200.00)
Indebted to A.A.A. \$100.00			100.00
Indebted to F.C.A. \$50.00	Farm Credit Building Omaha, Nebraska		50.00
Richard Roe	Scotts Bluff, Nebraska	50	0 (200.00)
Indebted to C. C. Corp. \$150.00	164 W. Jackson Blvd. Chicago, Illinois		150.00
Indebted to F.C.A. \$100.00	Farm Credit Bldg., Omaha, Nebraska		50.00
	TOTAL	100.00	400.00

2. If the name of a producer eligible to apply for payment under the 1939 Sugar Beet Program is the same or similar to a name on the Register of Indebtedness and the applicant is not indebted, RF-2 shall be prepared in accordance with the instructions on the reverse side thereof. All Forms RF-2 prepared for a county in connection with the 1939 Sugar Beet Program shall be attached to the appropriate applications for payment when such applications for payment are transmitted to the State office.
3. Enter in Section II, column (a) of RF-12 the notation "Set-off - 1939 S.B.P." and the State and county code and serial number of the application in connection with which the set-off is made. Enter in Section II, column (e) of RF-12 the amount of the set-off.





Issued November 24, 1939

INSTRUCTIONS FOR TRANSMITTING TO THE STATE  
OFFICE APPLICATIONS FOR PAYMENT UNDER THE  
1939 SUGAR BEET PROGRAM

(For Use by County Committees)

Every effort should be made by the county committee to include, insofar as possible, all forms SB-310, Application for Payment - 1939 Sugar Beet Program, in the first transmittal of such forms to the State office. All applications for payment should be included except those which due to the necessity of mailing for signature or for other reasons, might cause considerable delay in the transmittal of completed forms.

Regular Applications for Payment.

The minimum number of applications for payment which may be included in a transmittal and the number of transmittals which may be made shall be fixed by the State office.

When payment applications have been signed and certified by a member of the county committee and are ready for transmittal to the State office, RF-10 shall be prepared in accordance with the instructions on the reverse side of such form. All data on RF-10 shall be typed. Before the serial numbers of applications for payment being transmitted are entered in section I of RF-10, such applications shall be arranged in serial number order.

The original and the first copy of applications for payment and the original and the first copy of RF-10 shall be forwarded to the State office. The county office copies of applications for payment shall be filed in the county office in serial number order. The county office copy of RF-10 shall be filed in the county office in sheet number order.

In the event an error is discovered in an application for payment after such application for payment has been transmitted to the State office, the State office shall be notified of such error by means of a memorandum. Reference shall be made to the serial number of the application for payment and to the sheet number of RF-10 on which the application was listed.

Supplemental Applications for Payment.

Transmittals of supplemental applications for payment shall be prepared in the same manner as transmittals of regular applications for payment except that the words "Supplemental Applications - 1939 Sugar Beet Program" shall be entered above the title of the form RF-10 in lieu of the words inserted in preparing transmittals of regular applications.



### Corrected Applications for Payment.

All data appearing on applications for payment will be carefully checked in the State office. Wherever possible, errors made by the county office on applications for payment will be corrected in the State office. Applications for payment which cannot be corrected will be returned to the county office for correction. After applications for payment have been checked in the State office a copy of RF-10 will be returned to the county office.

If an error on an application for payment is corrected in the State office, corrections will be made on both the original and the copy of the application for payment in the State office. RF-4 will be prepared in the State office and forwarded to the county office for each application for payment in connection with which a correction is made. Upon receipt of RF-4 for an application for payment, the county office copy of the applicable application for payment shall be corrected in accordance with the information shown on RF-4.

If an error on an application for payment cannot be corrected in the State office, the original and copy thereof will be returned to the county office, together with RF-4 indicating the error on the application for payment. The serial numbers of applications for payment which are returned to the county office will be listed in section II of the copy of RF-10 returned to the county office. The applications for payment included in a transmittal which are not listed in section II of the copy of RF-10 returned to the county office may be considered approved by the State office.

When applications for payment which have been returned to the county office for correction are ready for return to the State office, such forms shall be listed on the same sheet of RF-10 with applications for payment of the same type (regular or supplemental) which are being transmitted to the State office for the first time. All applications for payment which are returned to the county office for correction shall be returned to the State office as soon as possible. If a new application for payment is prepared to replace the application for payment which was returned to the county office for correction, both forms shall be forwarded to the State office at the same time. There shall be entered on the old application for payment the words "Replaced by corrected application for payment." Such words should also be entered on the county office copy of the old application for payment or such copy may be discarded.

### Adjustment Applications.

Applications for payment involving adjustments shall be forwarded to the State office together with a short letter or memorandum of transmittal and are not to be included on a transmittal sheet, RF-10.

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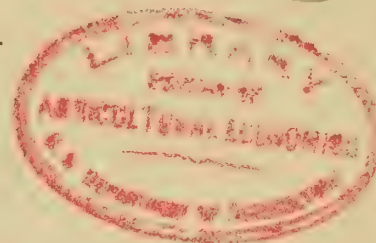
Issued December 15, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

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INSTRUCTIONS RELATIVE TO HANDLING 1939  
SUGAR BEET APPLICATIONS FOR PAYMENT IN  
STATE APPLICATION FOR PAYMENT SECTIONS  
IN THE NORTH CENTRAL REGION

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CONTENTS

Introduction . . . . .	General
Part I . . . . .	Records
Part II . . . . .	Computation
Part III . . . . .	Examination
Part IV . . . . .	Payment Schedule
Part V . . . . .	Clearance





Issued December 15, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

GENERAL

The instructions contained herein shall be followed in Application for Payment Sections in the State offices of the North Central Region in handling 1939 sugar beet applications for payment and related forms.

QUESTIONS PERTAINING TO PROCEDURE

Members of the State committee and all persons in the Application for Payment Section who are to handle sugar beet applications should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions relating to the Sugar Act of 1937 and the 1939 Sugar Beet Program in the North Central Region.

Deviation from these instructions will not be permitted. Any question relative to the procedure to be followed in any case should be referred to the person in charge of the unit where the question arises, or to the person in charge of the Application for Payment Section if the person in charge of the unit is unable to satisfactorily answer the question. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Any entry which is made in the State office, in accordance with this procedure, must be made on both the original and the copy of the application. Whenever an entry is to be encircled in accordance with this procedure, it shall be encircled in such a manner that the entry will remain legible.

In the North Central Region the marketing of sugar beets under "individual test contracts" occurs only in the State of Nebraska. Other States in this Region shall not be concerned with the parts of the following procedure specified as being applicable to sugar beets marketed under "individual test contracts."

CHANGES AND CORRECTIONS

No change or correction shall be made in any form used in connection with the 1939 Sugar Beet Program unless such change or correction is specifically authorized by these instructions. In making changes or corrections, except as otherwise authorized, draw a line through the incorrect entry in such a manner that the entry will remain



legible and insert the correct entry in the nearest available space.

#### DEFINITION OF TERMS

As used herein, the following terms shall have the following meanings:

1. Application means SB-310, entitled "Application for Payment - 1939 Sugar Beet Program."
2. 1939 Sugar Beet Program means the program under which payments are made with respect to the 1939 crop of sugar beets pursuant to the Sugar Act of 1937.
3. Transmittal means all applications which are transmitted from a county office to the State office at one time.
4. Lot means all applications, the serial numbers of which are listed on one sheet of RF-10.
5. Lot Number means the number assigned to a lot. Such number shall be the same as the sheet number of RF-10.
6. Suspended Case means an application which must be returned to the county office for correction or which cannot be approved without additional information.

#### FORMS USED

Forms used in connection with the 1939 Sugar Beet Program will be referred to in these instructions by form number rather than by title. The numbers and titles of forms to be used in the Application for Payment Sections are as follows:

- RF-1 - Record of Progress of Applications for Payment.
- RF-2 - Report of Indebtedness.
- RF-3 - Release of Lots and Suspended Cases.
- RF-4 - Suspension Sheet.
- RF-5 - Transmittal Correction Sheet.
- RF-6 - Replacement Form.
- RF-10 - Transmittal Sheet for Transmittal of Applications for Payment to State Office.
- SB-111 - Schedule of Rates of Commercially Recoverable Sugar, Raw Value, Per Ton of Sugar Beets According to Sugar Content at Time of Delivery to a Processor.

SB-307 - 1939 Sugar Beet Marketing Report.

SB-309 - Listing Sheet - 1939 Sugar Beet Program.

SB-310 - Application for Payment - 1939 Sugar Beet Program.

SB-317 - Proportionate Shares or Acreage Allotments - 1939  
Sugar Beet Program.

S-1-Revised - Public Voucher for Sugar Payments - Continuation Sheet.

S-2-Revised - Public Voucher for Sugar Payments.

S-3-Revised - Schedule of Disbursements (Sugar Payments).

### FRACTIONS

Except as provided herein, entries on the application must be expressed as follows: All acreage and tonnage figures and entries representing hundredweights (cwt.) of sugar (except the entry in item 6 of Section III) must be expressed in tenths; the percentage entries in item 5 of Section III and in column (3) of Section V, and all amounts of money must be expressed in hundredths, and the entry in item 6 of Section III must be expressed in thousandths. The entries in column (3) of Section V of an application may be expressed in thousandths if the entry in item 15 of Section III of such application is in excess of 3000.0 unless such entries can be accurately expressed by fewer decimal places. All computations must have been carried to two decimal places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they shall be dropped, and if such digits amount to "51" or more, the last required decimal place shall be increased by "1." For example, if the result of a computation is

(a) 8.4750, enter 8.47.

(b) 8.4751, enter 8.48.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART I. RECORDS UNIT

Before any work is begun on a transmittal of Forms SB-310 there must be on file in the State office a certification by a member of the county committee, stating whether any sugar beet acreage in excess of the proportionate share was destroyed on any farming unit in the county subsequent to September 29, 1939, and in the event any excess was destroyed subsequent to September 29, 1939, the serial number(s) of the farming unit(s) must be listed.

Upon receipt of the two signed certifications from the county committee the original shall be forwarded to the General Accounting Preaudit Office and the signed copy thereof shall be filed in the County Control Record.

Forms SB-310 must be received in duplicate (original and one yellow copy.)

I. Instructions to Receiving Clerks.

1. When Forms SB-310, together with the copies thereof, and related forms and papers are received, stamp on the back of each sheet of such forms the date of receipt.
  - a. Enter in the space provided therefor in the upper right-hand corner of RF-10 the date of receipt of such form.
2. When Forms SB-310 accompanied by RF-10 are received, two clerks working together shall check the serial numbers on Forms SB-310 against the serial numbers on RF-10. Enter a check mark (✓) to the right of each serial number on RF-10 for which there is included in the transmittal an SB-310 with a corresponding serial number.
  - a. If an SB-310 is received and the serial number of such form is not listed on RF-10, enter such serial number in Section I of RF-10. Make such entry on the appropriate sheet of RF-10. Correct the total in the last line of Section I of such sheet. Initial all such corrections. When such corrections are made on RF-10, prepare RF-5.
  - b. If an SB-310 is missing for a serial number which is listed on RF-10, draw a line through such serial number.



Correct the total in the last line in Section I of RF-10. Initial all such corrections. When such corrections are made on RF-10, prepare RF-5.

- c. If the State and county code has not been entered on an SB-310, make such entry. If a serial number has not been entered on an SB-310, enter such serial number if it can be obtained from RF-10 or from SB-309. If such serial number cannot be determined, prepare and attach RF-4 to such SB-310.
- d. After all corrections have been made on RF-10 and after RF-5 has been prepared, transmit RF-5 to the Clearance Unit.
3. The county offices have been instructed in SB-313 (NCR-Supplement 1) with respect to handling cases involving producer applicants who are indebted to the United States Government. Forms SB-310 need not be checked against the Register of Indebtedness if the State committee is reasonably certain that the county offices are handling this work properly. If the State committee determines that the names of all producer-applicants shall be checked against the Register of Indebtedness in the State office, Form RF-2 shall be prepared and attached to the application (1) if the name of the applicant is the same or similar to that of a person whose name is on the Register of Indebtedness, (2) if no set-off against the payment for such person is shown on the application, and (3) if Form RF-2 is not already attached to the application.
4. Forms SB-310 shall be separated into lots. Each lot shall include the Forms SB-310, the serial numbers of which are listed on one sheet of RF-10. Both receiving clerks shall then sign and enter the date in the spaces provided therefor in Section III of each sheet of RF-10 and release the transmittal to the Record Clerk.
  - a. If a transmittal is received subsequent to July 1, 1940, and there are included in such transmittal some Forms SB-310 on which the date of filing entered in the upper right-hand corner thereof is before July 1, 1940, and other Forms SB-310 on which the date of filing is July 1, 1940, or later, the forms filed prior to July 1 should be included in one lot and the forms filed July 1 or thereafter should be included in a separate lot.
5. Forms RF-10 marked "Supplemental Applications - 1939 Sugar Beet Program" shall be handled by the receiving clerk in the same manner as transmittals of regular applications.

## II. Instructions to Record Clerk.

1. Before any Forms SB-310 are received in the Records Unit, prepare an RF-1 for each county agricultural conservation association in the State from which Forms SB-310 will be received as follows:
  - a. Enter in the spaces provided therefor in the upper right-hand corner of page 2 of the form the State and county code and the name of the county.
  - b. Enter in the space provided for the name of the program the words "1939 Sugar Beet."
  - c. Enter in the space following the word "Forms" the symbol "SB-310."
2. Upon receipt of a transmittal of Forms SB-310 accompanied by RF-10 from the receiving clerk
  - a. Enter in column (l) of RF-1 the lot numbers of the lots in such transmittal. The sheet number at the top of RF-10 shall be the lot number.
  - b. Enter in column (m) of RF-1 the date of receipt of Forms SB-310 which may be found in the upper right-hand corner of RF-10.
  - c. Enter in column (n) the number of Forms SB-310 in each lot. Immediately below the last entry in column (n) for a transmittal enter in red pencil the total of the entries in column (n) for such transmittal.
3. When a second or subsequent transmittal is received, determine that the sheet number of the first sheet of RF-10 in such transmittal is the next consecutive number after the last number previously listed on RF-1 for such county. If a number has been omitted, for example, if the last number entered is "8" and the number of the first sheet in the next transmittal is "10", do not change the sheet numbers on the transmittal just received. In such case prepare RF-4 indicating thereon the nature of the discrepancy in sheet numbers and send RF-4 to the Clearance Unit.
  - a. If the words "Supplemental Applications - 1939 Sugar Beet Program" have been entered above the title of one of the sheets of RF-10 in a second or subsequent transmittal, make entries on RF-1 for such RF-10 in green pencil. Do not include the green pencil entries in column (n) in the total for such column.



4. Sign and enter the date in the spaces provided therefor in Section III of each sheet of RF-10 and place the sheets of RF-10 on top of the Forms SB-310 for the appropriate lots. Place the copies of RF-10 in a folder and file such folder in a file to be known as the "Control Record."
5. Prepare RF-3 and release the Forms SB-310, together with the original of RF-10, and the copy of RF-3 to the Computation Unit. File the receipted copy of RF-3 in the Control Record.
  - a. Transmittals of "Supplemental Applications" shall be released directly to the Clearance Unit and the RF-3 prepared in connection therewith shall indicate "Clearance Unit" in lieu of the words "Computation Unit."
6. Each unit which releases a transmittal of Forms SB-310 will prepare an original and one or more copies of RF-3. A copy of RF-3 will be forwarded to the unit receiving the Transmittal and the original of RF-3 will be forwarded to the record clerk.
  - a. Upon receipt of Form RF-3 indicating the release of the lots of SB-310 by the Computation Unit, file the receipted copy of such RF-3 in the Control Record. Upon receipt of the RF-3 indicating the release of the lots of SB-310 by the Examination Unit, the RF-3 showing the release of the lots will indicate the number of suspensions. In such case enter in column (o) of RF-1 the number of suspended cases.
  - b. Upon receipt of RF-3 indicating the release of applications by the Payment Schedule Unit
    - (1) Enter in column (p) of RF-1 the date of release of such lots to the General Accounting Preaudit Office.
    - (2) Enter in column (q) the number of Forms SB-310 released to the General Accounting Preaudit Office. This number may be obtained from RF-3 and may be verified by subtracting from the entry in column (n) of RF-1 the entry in column (o).
  - c. When lots are released from the Payment Schedule Unit to the General Accounting Preaudit Office, the original of RF-10 will be released to the record clerk. Enter in Section II of the copy of RF-10 the serial numbers of Forms SB-310 which were suspended in the State office and forward such copy to the county office. File the original

of RF-10 in the control record in place of the copy of such form.

7. If any of the cases included in a lot of Forms SB-310 are suspended by the General Accounting Preaudit Office, such cases will be returned to the State office accompanied by the original and two copies of a preaudit difference statement.
  - a. Enter the serial numbers of such suspensions in Section IV of RF-10 and when all suspensions from a lot have been received, enter the total number of such suspensions in the last line of Section IV of RF-10 and also in column (r) of RF-1.
  - b. Release the second copy of each preaudit difference statement to the State accountant and forward the original and first copy of such preaudit difference statement together with the suspended SB-310 to the Clearance Unit.
8. If a Form SB-310 is suspended by the Application for Payment Section and it is later determined that such suspension is unwarranted or if the reason for suspension is removed in the State office, the case shall be handled in the same manner as unwarranted suspensions under the agricultural conservation program. The lots in which such suspensions will be handled thereafter will be assigned numbers in the "300" series. A copy of RF-10 prepared for such lots shall be forwarded to the county office when such lots are released to the General Accounting Preaudit Office.
9. When any Forms SB-310 which were suspended by the General Accounting Preaudit Office are cleared, such cases will be forwarded to the record clerk together with the original and a copy of the preaudit difference statement.
  - a. Prepare RF-10 and make entries on RF-1 for such cases in the same manner as for similar cases under the agricultural conservation program. The lot numbers to be assigned shall be numbered in the "500" series. The number of such cases shall not be included in the total of column (n) but shall be included in the total of column (q).
10. When a transmittal of Forms SB-310 is approved by the General Accounting Preaudit Office, such transmittal will be forwarded to the Regional Disbursing Office. When checks are issued by the Regional Disbursing Office, a copy of S-3, Revised, accompanied by a copy of S-1, Revised, will be received by the record clerk.



- a. Upon receipt of such form enter in column (s) of RF-1 the Disbursing Office voucher number under which such checks were issued and enter in column (t) of RF-1 the dates such checks were issued.
  - b. Forward a copy of S-3, Revised, and S-1, Revised, to the State accountant.
11. The regular report submitted to the Director of the North Central Division as of the tenth, twentieth, and last day of each month shall include the following information relative to the 1939 Sugar Beet Program.
- a. The number of Forms SB-310 received.
    - (1) Include herein all transmittals of regular applications received from the county offices, and all regular applications included in transmittals in the "300" series.
  - b. The number of Forms SB-310 suspended in the APS.
  - c. The number of Forms SB-310 released to the General Accounting Preaudit Office, including resubmittals.
  - d. The number of Forms SB-310 suspended by the General Accounting Preaudit Office.
- "Supplemental" applications are not to be included in any of the above items.

### III. Instructions to File Clerks.

1. When the copies of SB-310 are returned by the Examination Unit, stamp such copies "Original forwarded to the General Accounting Preaudit Office" and file such copies in serial number order by county. Such file shall be entitled "1939 Sugar Beet Program."

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART II - COMPUTATION UNIT

CLERKS

The personnel of the Computation Unit shall consist of computing clerks who shall use red pencil.

ERRORS AND CORRECTIONS

Any error which affects the amount of payment due under the application shall be corrected by deleting the incorrect entry in a manner which will leave the original entry legible, and by entering the correct entry in the nearest available space. All corrections must be made on both the original and the copy of the form on which the error appears. Prepare and attach RF-4 to every case in connection with which a correction is made.

I. Instructions to Computing Clerks for Verifying Computations on SB-310.

1. Section II - Required Farming Practices.

- a. Verify the entries in item (7), columns (a) and (b) by adding the entries in items (1) to (6), inclusive, for such columns.
- b. If an entry appears in item (8)(b), the entry in item (9)(b), must equal the result obtained by subtracting from the entry in item (7)(b), the entry in item (8)(b).
- c. If an entry appears in item (10)(b), verify item (11)(b), by multiplying item (10)(b) by .75.
- d. Verify the entry in item (12) by adding item (7), column (a), and the smaller of items (9)(b) and (11)(b).

2. Section III - Computation of Payment. The symbol "xx" should appear in any item where the amount to be entered is zero, or where the item is inapplicable.

a. Verify item 6 as follows:

- (1) If an entry appears in item 5(a), make no computation of item 6.



- (2) If an entry appears in item 5(b), the entry in item 6 should be verified by multiplying item 5(b) by .194.
- b. Verify item 7 by multiplying item 4 by item 6.
  - c. Verify item 10 by multiplying item 8 by item 9.
  - d. Verify item 11 by dividing item 10 by 3.0.
  - e. Verify item 12 by multiplying item 3 by item 8.
  - f. Verify item 13 by multiplying item 12 by 0.80.
  - g. Verify item 14 by subtracting from item 13 the entry in item 7.
  - h. Verify item 15 by obtaining the sum of item 7 and the unencircled entries in items 11 and 14.
  - i. If the entry in item 15 is 10,000 or less, verify item 16 by multiplying item 15 by \$0.60. If the entry in item 15 is over 10,000, a computation schedule in the following form should be attached. If no schedule is attached when required, prepare two copies of such schedule in accordance with the following instructions. Attach one copy to the original and the other to the copy of SB-310.

COMPUTATION SCHEDULE  
1939 Sugar Beet Program

(State and County Code and Serial No.)

Production	Maximum quantity for payment at each rate (cwt.)	Smaller of columns 1 & 2 (cwt.)	Rate	Payment (3) x (4)
(1)	(2)	(3)	(4)	(5)
	10,000		\$0.60	\$
	20,000		\$0.55	\$
	90,00		\$0.525	\$
	120,000		\$0.50	\$
	360,000		\$0.475	\$
	x x x		\$0.30	\$
Total x x x	x x x x	x x x x	x x x x	\$

j. Verify the entries and computations on such attached table as follows

- (1) The entry on the first line of column (1) should be the total production shown on SB-310, Section III, item 15. The entry on the second line of column (1) should be the result obtained by subtracting from the entry in the first line of column (1), the entry in the first line of column (2). The entry in the third line of column (1) should be the result obtained by subtracting from the entry in the second line of column (1), the entry in the second line of column (2), etc.
- (2) The entries in column (3) should be the smaller of the entries on the same lines in column (1) and column (2).
- (3) The entry, if any, in the sixth line of column (3) should be the entry, if any, in the sixth line of column (1).
- (4) The entries in column (5) should be the product of entries in column (3) times the rates on the corresponding lines in column (4).
- (5) Verify the total of the entries in column (5). This amount should be the amount entered in SB-310, Section III, item 16.

k. Request the supervisor of the Computation Unit to verify the rate of deduction for county association expenses for the county shown in item 17 following the words "deduction of."

1. Multiply item 16 by the percentage obtained by subtracting from 100 percent, the rate of deduction for county association expenses.

3. Section V - Distribution of Payments to Producers.

- a. Determine that the total of column (3) is exactly 100.00.
- b. Verify the entries in column (4) by multiplying the entry in Section III, item 17, by each percentage entered in Section V, column (3).
- c. If a producer is indebted to the United States



Government the name of the governmental agency to which he is indebted, and the amount of the indebtedness will have been entered immediately below the name of the producer in column (1) and the producer's share of the payment computed under the application and entered in column (4) opposite the name of the producer-debtor will have been encircled.

(1) If the amount of the producer's payment is more than the amount of the indebtedness,

(a) Determine that the amount of the indebtedness has been entered in column (4) opposite the name of the governmental agency in column (1).

(b) Determine that the amount of the producer's share of the payment has been encircled and that an amount obtained by subtracting from such encircled entry, the amount of the indebtedness, has been entered immediately above such encircled entry.

(2) If the amount of the producer's payment is less than the amount of the indebtedness,

(a) Determine that the amount of the producer's share of the payment computed for the farm has been entered in column (4) opposite the name of the governmental agency in column (1).

(b) Determine that the amount of the producer's share of the payment has been encircled and that zero (0) has been entered immediately above such encircled entry.

d. Check the sum of the unencircled entries in column (4). Except for differences due to the rounding of fractions this sum must agree with the entry in Section III, item 17. Differences due to the rounding of fractions may be disregarded and the total of column (4) will be accepted as correct.

4. Upon completion of the work in connection with the verification of the computations on SB-310, sign and enter the date in Section III of RF-10 and release the lot to the person designated to release transmittals of Forms SB-310.

III. Instructions for Release of Transmittals of Forms SB-310.

1. Prepare RF-3 and release all Forms SB-310 in the transmittal together with the first copy of RF-3 to the Examination Unit. Obtain the signature of a representative of the Examination Unit in the space provided on the original RF-3 and send the original RF-3 to the record clerk in the Records Unit.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART III - EXAMINATION UNIT

CLERKS

The personnel of the Examination Unit shall consist of examination clerks and checking clerks who shall use blue pencil.

ERRORS, CORRECTIONS, AND OMISSIONS.

When an entry on an application is found to be incorrect and such entry cannot be corrected in accordance with this procedure, place an "X" above and to the right of such entry and complete the check of all other entries on the form. Prepare and attach RF-4 to such form, indicating therein the nature of the error. If an error is corrected in accordance with these instructions the clerk making the correction shall initial the correction and shall prepare RF-4 showing the correction made on the form. When the entries on all forms in the lot have been checked the RF-4 containing notice of a correction shall be removed from the form which has been corrected, provided such form has not been suspended. When RF-4 is removed such RF-4 shall be transmitted to the Clearance Unit.

In examining an application, the duplicate copy as well as the original must be examined to determine that they are in agreement, except that:

1. Any properly initialed corrections appearing on the original which have not been entered by the county committee on the copy shall be entered on the copy in the State office and initialed by the clerk making such corrections. The county committee should be notified to make such corrections on the county office copy of the application.
2. Signatures appearing in Sections I, IV, and VI of the original need not have been entered on the copy.
3. Dates appearing in Sections I and IV of the original but not on the copy shall be entered on the copy and initialed by the clerk making such entry.

INITIALS

A correction in any of the following items must have been initialed by the county committeeman who signed in Section VI.



1. Section II, items (1) to (6), inclusive, (8) and (10)
2. Section III, items (1) to (5), inclusive, (8) and (9)
3. Section V, columns 1, 2, and 3.

Corrections in any other items need not have been initialed.

Any error which affects the amount of the total or net payment or any producer's share of the net payment due under the application whether such error increases or decreases the amount of payment, shall be corrected in the State office. If such correction is made in any of the items listed in the preceding paragraph, the application must be returned to the county committee for initialing. A correction made in any other item will not necessitate suspension. However, the county committee shall be notified on RF-4 that such correction has been made.

#### SIGNATURES

In checking the signatures of applicants against the printed names and in designating the names of applicants as they are to appear on the checks to be issued to such applicants, follow the procedure set forth in WCR-State 308, Part II. Signatures appearing in Sections I, IV, and V must have been affixed in accordance with the instructions set forth in ACP-16, as amended. A recent amendment to ACP-16 provides that in order for the signature of a married woman to be acceptable, such signature must include the Christian name and middle initial or full middle name (if any) of such person. A signature such as "Mrs. John Doe" is not acceptable. The printed name of the applicant in such cases must also conform to this requirement.

The date of signing should be entered opposite each signature. However, the absence of the date of signing will not be a sufficient reason for suspension of the application unless the application will not be transmitted to the General Accounting Preaudit Office until July 1, 1940, or later. In such instances the date of signing must be the same or prior to the date of filing in the county office.

#### I. Instructions for Examination of Forms SB-310.

1. Determine that the following data appear in the upper right-hand corner of SB-310.
  - a. The State and county code and serial number.
  - b. The name of the operator-producer.
  - c. The name of the beet sugar factory.

- d. If the application will not be submitted to the General Accounting Precassit Office before July 1, 1940, the date the application was filed in the county office must be entered.
2. Determine that no deletions or alterations have been made in any of the printed matter appearing on SB-310.
3. Determine that the signatures of the producers in Section I are in the same style as the names of such producers in Section V in the spaces provided therefor.
  - (a) If any person designated as a "Receiver" appears as a producer in Section V, the amount entered opposite such name in column (4) of Section V should be encircled even though a corresponding signature appears in Section I of SB-310.
4. Make the following determinations with respect to Section IV.

- a. If there was any producer on the farm in 1939 who was also, either directly or indirectly, a processor of sugar beets in 1939, the name of the sugar company with which such producer was connected will appear on the second line and the signature of the producer-processor will appear in the space provided.
- b. Whenever either the name of the sugar company or the signature of a producer-processor appears, the other must also appear.
- c. The producer-processor must also have signed in Section I, and both signatures must be in the same style.

Note: It has been determined that all persons who in 1939 were producers as well as processors of sugar beets, have met the "fair price" condition for payment.

5. Make the following determinations with respect to Section V:
  - a. Determine that the address of each producer whose name appears in column (1), has been entered in column (2).
  - b. Determine that a percentage share has been entered in column (3) for each producer whose name appears in column (1).



- (1) Percentage entries must be expressed in hundredths except in cases where the entry in SB-310, Section III, item 15, is in excess of 3000.0 in which case such entries must be expressed in thousandths.
- c. If the name of a producer appears in column (1) and the signature of such producer does not appear in Section 1, there must be attached an explanation signed by a member of the county committee showing the reason for the failure of such producer to sign.
  - (1) The person designated by the State committee shall determine the acceptability of the explanation, and if such explanation is not acceptable, the application shall be suspended. If no explanation is submitted, the application likewise shall be suspended.
  - (2) Encircle the amount appearing in column (4) opposite the name of such producer.
  - (3) Encircle the total of column (4) and enter immediately above, or to the right, the correct total of the unencircled amounts in such column.
- d. If an RF-2 prepared by the county committee is attached to the application, refer the case to the person designated by the State committee for the purpose of determining whether the reason for not making the set-off is acceptable. Suspend the application if the reason for not making a set-off is found not to be acceptable.
- e. Prepare and attach RF-4 to each application in connection with which a set-off is to be made.
6. Section II - Required Farming Practices.
  - a. One or more entries must appear in items (1) to (6), inclusive.
  - b. An entry must appear in item (7) (a), and may appear in item (7)(b).
  - c. The entry in item (12) must equal or exceed the entry in item 2 of Section III.
7. Make the following determinations with respect to Section III:
  - a. Determine that there is an entry in item 1.

- (1) The proportionate share entered in item 1 must agree with the entry in column 4 of SB-317 except in the case of a combination or division of acreage allotments. In such instances a statement of explanation must be attached to the application.
- b. Determine that the entry in item 2 does not exceed the entry in item 1.
- c. Determine that the entry in item 3 does not exceed the entry in item 2.
- d. Determine that no entry has been made in item 5(a) except for producers in factory districts in Nebraska where sugar beets are marketed under "individual test" contracts. If the sugar beets were marketed under "individual test" contracts, determine that the entry in item 6 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-111 for sugar beets of the sugar content entered in item 5(a).
- e. The entry in item 5(b) must be the same for all applications bearing the same factory name in the upper right-hand corner.
- f. Determine that the normal yield of commercially recoverable sugar per acre entered in item 8 agrees with the entry for such farming unit, as entered in column (39) of SB-309, Listing Sheet 1939 Sugar Beet Program.
  - (1) Enter a check mark (✓) to the left of the serial number in column (1) of SB-309 for all approved applications in the lot.
  - (2) If an application is received for which a check mark has been previously entered, determine that such application is not a duplicate.
- g. There must appear in item 9 the number of abandoned acres, if any, approved by the county committee for an abandonment payment.
  - (1) Such entry plus the entry in item 3 must not exceed the entry in item 2.
  - (2) Where an abandonment payment has been approved by the county committee, as evidenced by an unencircled entry in item 11, the cause of the



abandonment must have been entered in the space provided beneath item 9. The cause must be drought, flood, storm, freeze, disease, or insects. If any other cause has been entered, suspend the application, even though such entry is comparable to one of the six causes named, as for example, "hail", or "grasshoppers."

- h. Where a deficiency payment has been approved by the county committee, as evidenced by an unencircled entry in item 14, the cause of the deficiency must have been entered in the space provided beneath item 14. Such cause must be drought, flood, storm, freeze, disease, or insects. If any other cause has been entered, the application must be suspended.
- i. If the farming unit has not been approved for an abandonment or deficiency payment, determine that the entry in item 15 is the same as the entry in item 7.

8. Section VI - Certification of County Committee.

The certification must have been signed on behalf of the county committee.

- 9. Sign and enter the date in the space provided in Section III, of RF-10.
- 10. Upon completion of the examination of all applications in the lot, release the lot to the person designated to release transmittals of Forms SB-310.

II. Instructions to Checking Clerks.

- 1. Determine that the serial number of the application and the entry in Section III, item 1, agree with the serial number and proportionate share entered on SB-317, Proportionate Shares or Acreage Allotments.
  - a. If more than one proportionate share was established for an area which was found to constitute one farming unit, the county committee will have combined data with respect to one or more proportionate shares on SB-317 and must have attached to the application a statement explaining the combination and the reason therefor. One of the serial numbers originally assigned should be used on the application and if one of such serial numbers has not been used, the change shall be made in the State office and the county committee notified accordingly.

- b. If a proportionate share was established for an area which was later found to constitute more than one farming unit the county committee will have separated the data on the applications with respect to the two or more farming units and must have attached to the appropriate applications a statement in explanation thereof. The serial number originally assigned in such instances shall be used for one application and a new serial number shall be assigned to the other application. Changes in serial numbers may be made in the State office if necessary and the county committee notified of such change.
- c. If a proportionate share indicated on SB-317 has been combined with one or more proportionate shares entered on SB-317 or if a proportionate share has been split into two or more proportionate shares, appropriate cross-references should be made in column 1 of SB-317 and the total of the proportionate shares or the applicable part of the proportionate share shall be entered in blue pencil in column 4 of SB-317 opposite the proper serial number. For example, if the proportionate shares listed on SB-317 for serial numbers "10", "18", and "21", were 15, 10, and 20, respectively, and were combined on application number 10, the notation "Combined with No. 18 and No. 21" should be entered in column 1 of SB-317 to the left of serial number "10", and the total of such proportionate shares (45) should be entered in blue pencil near the original entry in column 4 for serial number "10."
- d. Make a notation on SB-317 for each serial number listed in the certification on file in the Records Unit, as a farm on which sugar beet acreage in excess of the proportionate share, was destroyed subsequent to September 29, 1939. Such notation should be "Suspend - See County Certification." and if an application is received for such serial number, such application must be suspended.

### III. Instructions for the Release of Transmittal of Forms SB-310.

- 1. Enter in Section II of RF-10 for each lot the serial numbers of the suspended cases in such lot, and the serial numbers of the cases to which RF-2 has been attached. Enter the total number of cases listed in Section II in the space provided therefor, and prepare RF-3 in triplicate.



2. Release all suspended cases in the transmittal together with the second copy of RF-3 to the Clearance Unit. Obtain the signature of a representative of the Clearance Unit in the space provided on the original RF-3.
3. Separate the originals of all approved Forms SB-310 from the yellow copies (SB-310a).
4. Release the originals of all approved Forms SB-310 with the first copy of RF-3 and RF-10 to the Payment Schedule Unit. Obtain the signature of a representative of the Payment Schedule Unit in the space provided on the original RF-3 and release the copies of the approved Forms SB-310 and the original RF-3 to the record clerk in the Records Unit.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART IV. PAYMENT SCHEDULE UNIT.

CLERKS

The personnel of the Payment Schedule Unit shall consist of adding clerks, typists, and review clerks.

I. Instructions to Adding Clerks

1. Prepare a pencil copy of Form S-2, Revised, as follows:

- a. Enter zero in the last line of the certification following the words "are unknown aggregate \$\_\_\_\_\_."
- b. Enter in the sixth line of the certification opposite the words "the amounts aggregating" the sum of the unencircled totals of column (4), Section V of all Forms SB-310 in the lot.
- c. Enter in the sixth line of the certification after the words "rate of" the rate of deduction for county association expense as shown in Section III, item 17 of SB-310 for all applications in the lot.
- d. Enter in the fifth line of the certification opposite the words "Expenses totaling," the amount being deducted as county association expense which shall be determined as follows:

- (1) Determine the "association expense factor" by subtracting the county rate of deduction shown in the sixth line of the certification from 100 percent and dividing this result into such county rate. This factor shall be expressed in decimals carried to five places. For example, assuming the county expense rate for a county is 1.2%, the factor will be 0.01214.

100% - 1.2% equals 98.8%  
1.2% divided by 98.8 equals 0.01214.

- (2) Multiply the entry in the sixth line of the certification opposite the words "the amounts aggregating" by the factor obtained in (1) of this subparagraph (d), and enter the result opposite the words "expenses totaling" in the fifth line of the certification on Form S-2, Revised.



- e. Enter in the fourth line of the certification opposite the words "gross amounts aggregating" the total obtained by adding the amounts obtained in (b) and (d) of this paragraph 1.
2. Upon receipt of a set of Forms S-3, Revised, obtain the totals for columns (e), (f), and (g). Release the set of forms S-3, Revised to a typist.

## II. Instructions to Typists.

1. Prepare Form S-1, Revised, as follows:
  - a. Prepare Form S-1, Revised in quintuple, original on S-1, Revised (white) and four copies on S-1a-Revised (yellow.)
  - b. Enter the names of the State and county in the spaces provided therefor.
  - c. Enter the administrative number in the space provided therefor. The administrative number shall be the lot number preceded by the State and county code.
  - d. Enter following the words "sheet number," the number of the sheet which is being prepared and enter following the word "of" the total number of sheets of Form S-1, Revised, required to list data for all approved applications in the lot.
  - e. Enter in column (a) the serial numbers of all approved Forms SB-310 in the lot. Repeat the serial number for each payee who is being paid under the same application.
  - f. In the left half of column (b) enter the names and addresses of those producers listed in Section V of SB-310 opposite whose names the amount appearing in column (4) is not encircled.
  - g. Enter in column (c) the unencircled amount appearing on SB-310, section V, column 4, opposite the name of the person whose name is entered in column (b).
  - h. Make no entries in column (d).
  - i. Enter in the space for the total of column (c) on the last sheet for the lot the "amount payable" as shown in the sixth line of the certification of the pencil copy of S-2, Revised.
  - j. Make no entries after the words "checks dated" and "Checked by."

2. Prepare Form S-2, Revised, as follows:

- a. Using the pencil copy of Form S-2, Revised, as a guide, prepare Form S-2, Revised, in triplicate, original on S-2, Revised (white) and two copies on S-2a, Revised (yellow).
- b. Enter the administrative number in the upper right-hand corner of the form. Obtain this number from Form S-1, Revised.
- c. Enter following the word "Appropriation" under the title of the form the symbol and title of the appropriation which will be charged.
  - (1) If the voucher and schedule cover Forms SB-310 filed in the county office on or before June 30, 1940, type or stamp thereon "1202205(28)3 - Administration of Sugar Act of 1937, Department of Agriculture, 1940 (Sugar Division) (Payments to Producers)."
  - (2) If the voucher and schedule cover Forms SB-310 filed in the county office on July 1, 1940, or thereafter, the 1941 appropriation will be chargeable, the symbol and title of which will be furnished at a later date.
- d. Enter after the word "Office" the name of the office in which the form is being prepared. For example, if the form is being prepared in the State office in Ohio, enter the words "Ohio State Office."
- e. Enter after the words "Prepared at" the name of the city and State in which the form is being prepared. For example, if the form is being prepared in the Ohio State Office, enter the words "Columbus, Ohio."
- f. Enter on the line beneath the words "Persons Named on Attached Continuation Sheet (Payees)" the name of the first payee shown on the first sheet of the set of Forms S-1, Revised, for the lot followed by the phrase "et al." Omit the phrase "et al." if there is only one payee listed on Form S-1, Revised.
- g. Enter data in the certification as follows:
  - (1) Enter on the first line the numbers of the first and last pages of Forms S-1, Revised, for the lot.



- (2) Complete the year in the third line of the certification by entering "39" therein.
- (3) Enter on the remaining lines the amounts entered in the corresponding lines of the pencil copy of Form S-2, Revised.
- (4) Enter in the blank space immediately above the word "date" the number of applications scheduled for payment on Form S-1, Revised, for the lot.
- (5) Enter the title of the certifying officer and the date in the spaces provided therefor.
- (6) Release the lot together with the sets of S-1, Revised and S-2, Revised prepared therefor to the review clerk.

3. Prepare Form S-3, Revised, as follows:

- a. After Forms S-1, Revised and S-2, Revised, have been verified, prepare Form S-3, Revised, in septuple (original and six copies.) This form may include one or more Forms S-2, Revised, but must not include more than 300 payees. This form must not include sets of Forms S-2, Revised, chargeable to different appropriations.
- b. Enter above the words "Bureau or Office" to the left of the letters "A.A.A.," the name of the State office.
- c. Make no entry in the space over the words "Date paid."
- d. Enter above the word "Station" the name of the city and State in which the Regional Disbursing Office is located.
- e. Enter after the word "Period" and above the words "Month or Quarter Ended," the name of the month in which it is expected the voucher will be paid.
- f. Enter following the words "Symbol No." the symbol number which will be furnished by the Regional Disbursing Office.
- g. Enter following the words "Bureau Schedule No." the bureau schedule number. A separate series of schedule numbers beginning with "SB-1-39" and continuing with "SB-2-39," etc., shall be used for payments under the 1939 Sugar Beet Program.

- h. Enter after the word "Date" the date on which the schedule is prepared.
- i. Enter after the words "Appropriation or Fund" the symbol of the appropriation entered on Form S-2, Revised.
- j. Make no entries in columns (a) and (b).
- k. Enter in column (c) the administrative number on Forms S-2, Revised for which Form S-3, Revised is being prepared.
- l. Enter in column (d) the name of the payee on each Form S-2, Revised.
- m. Enter in parentheses immediately to the right of the name, the number of payees in each lot.
- n. Enter in column (e) the amount entered on line 4 of the certification on Form S-2, Revised.
- o. Enter in column (f) the amount entered on line 5 of the certification on Form S-2, Revised.
- p. Enter in column (g) the amount shown on line 6 of the certification on Form S-2, Revised.
- q. Release the set of Forms S-3, Revised, to the adding clerk to obtain the totals of columns (e), (f), and (g). Enter such totals in the spaces provided therefor.
- r. Stamp or type on the third copy of Form S-3, Revised the following notation "Forward to Control Accounts and Reports Section, A.A.A., Washington, D. C."
- s. Enter the title of the certifying officer in the space provided therefor.
- t. Release the set of S-3, Revised, to the review clerk.

### III. Instructions to Review Clerks.

- 1. Verify Form S-1, Revised, as follows:
  - a. Verify the name of the State and name of the county on S-1, Revised, by checking against the corresponding data on RF-10.
  - b. Determine that the administrative number on a set of Forms S-1, Revised, is correct by checking such administrative number against the State and county code and lot number on RF-10.



- c. Verify the serial numbers, names and addresses, and amounts to be paid as shown in columns (a), (b), and (c), respectively, against the data shown on Forms SB-310.
  - d. Check the last serial number (or name) on each sheet of S-1, Revised, against the first serial number (or name) on the next succeeding sheet to determine that such entry has not been duplicated. If an entry has been duplicated, draw a line through such entry on S-1, Revised.
  - e. Verify the total of column (c) for all sheets of S-1, Revised, prepared for one lot by adding the individual entries in such column.
  - f. The clerk verifying the data on Form S-1, Revised shall sign in the space provided in the lower right-hand corner of the form.
2. Verify Form S-2, Revised, as follows:
- a. Determine that the entry in the sixth line of the certification is equal to the total of column (c), S-1, Revised.
  - b. Verify the other entries on Form S-2, Revised, following the instructions to adding clerks and typists for the preparation of such form.
  - c. Release the sets of Forms S-1, Revised, and S-2, Revised, to a typist for preparation of S-3, Revised.
3. Verify Form S-3, Revised as follows:
- a. Verify the data on Form S-3, Revised, by checking against Forms S-2, Revised.
  - b. Determine that the total of column (e) is equal to the sum of the totals of column (g) and column (f).
4. Upon completion of the verification of Forms S-1, Revised, S-2, Revised, and S-3, Revised, release the original of form S-3, Revised, to the State accountant to be stamped "Funds Available" and thereafter the original of Form S-3, Revised and the original of each Form S-2, Revised, covered by Form S-3, Revised shall be referred to the certifying officer for his signature.

IV. Instructions for Release of Transmittals of Forms SB-310.

1. The adding clerk, the typist, and the review clerks shall sign in Section III of RF-10 and the form shall then be released to the record clerk in the Records Unit.

2. Prepare RF-3 in duplicate. Obtain the signature of a representative of the General Accounting Preaudit Office on RF-3 and release the following to the General Accounting Preaudit Office.
  - a. Copy of RF-3.
  - b. Originals of SB-310.
  - c. Original and three copies of S-1, Revised.
  - d. Original and one copy of S-2, Revised.
  - e. Original and five copies of S-3, Revised, including the copy marked for the Control Accounts and Reports Section.
3. Release the original of RF-3 and the original of RF-10 to the record clerk in the Records Unit.
4. Release the copies of S-1, Revised, S-2, Revised, and S-3, Revised, to the State accountant.





UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART V - CLEARANCE UNIT

I. GENERAL

The personnel of the Clearance Unit shall consist of file clerks, correspondence clerks, typists, and stenographers. All clerks in this unit should become thoroughly familiar with the instructions in Parts I to V, inclusive, of SB-315 (NCR) and with all other bulletins and instructions relating to the 1939 Sugar Beet Program.

Suspended applications for payment under the 1939 Sugar Beet Program will be handled by the Clearance Unit in the same general manner in which suspended applications for payment under the regular agricultural conservation program are handled.

As a general rule suspended cases will be returned to the county office for correction, accompanied by a letter or Form RF-4 indicating the nature of the error. If it is thought desirable, suspended cases may be taken to the county office by a farmer fieldman or other representative of the State office or the county committee may be called to the State office in order that the necessary corrections may be made.

All suspended cases which are returned to the county office whether by mail or by a representative of the State office will be listed on RF-10 and resubmitted by the county office in the regular manner. All suspended cases for which the suspension was unwarranted or for which the reason for suspension was removed in the State office will be forwarded to the Records Unit for the preparation of RF-10.

II. Corrections on Forms in State Office.

When corrections are made in the State office on transmittal sheets, or applications for payment, pencil copies of Forms RF-4 or RF-5 indicating the corrections made will be prepared and transmitted to the Clearance Unit. Upon receipt of such forms a typed copy shall be prepared and transmitted to the county office. The pencil copies of such forms shall be filed in the general county file.

III. Suspensions Made by APS Because of Incorrect or Missing Data.

Applications for payment which are suspended in the Application for Payment Section shall be cleared in the manner found to be the most expeditious. As a general rule suspended cases shall be returned to the county office accompanied by letters or typed copies of Forms RF-4 explaining the error and the manner in which the error should be



corrected. A copy of the letter or the pencil copy of RF-4, as the case may be, shall be filed in the general county file.

If suspended cases are taken to the county by a farmer fieldman or other representative of the State office, the Forms RF-4 attached thereto should be examined to determine that the reason for suspension is adequately set forth.

If in the examination of a suspension it is found that the suspension was unwarranted or if the reason for suspension is removed without returning the case to the county office, write the words "Suspension Unwarranted" or "Suspension Removed" on the RF-4 attached to the case, obtain the initials of the person in charge of the Application for Payment Section or some other authorized person on the RF-4, and transmit the case to the Records Unit for the preparation of RF-10.

#### IV. General Accounting Preaudit Office Suspensions.

Applications for payment which are suspended by the General Accounting Preaudit Office shall be corrected and returned to the General Accounting Preaudit Office, together with a reply to the preaudit difference statement, over the signature of a certifying officer. Wherever practicable, the reply to a preaudit difference statement shall be made on such preaudit difference statement. All corrections on applications for payment except corrections of items which are the results of computations must be initialed by the member of the county committee who certified the application. The suspended applications for payment and all forms returned therewith must be resubmitted to the General Accounting Preaudit Office even though a new application for payment is prepared.

#### V. Supplemental Applications.

Upon receipt of a transmittal of Forms SB-310, marked "Supplemental Applications - 1939 Sugar Beet Program:"

1. Prepare an RF-6 requesting from the Records Unit, the copies of the Forms SB-310 for the serial numbers of the Forms SB-310 listed on RF-10, marked "Supplemental Applications - 1939 Sugar Beet Program."
2. Determine that the State and county code, serial number, name of operator-producer, and name of factory are identical, except that the serial number on the supplemental application should be followed by an "x", "y", or "z", depending on whether it is the first, second, or third supplement submitted for the application.

3. Determine that the data in Sections II, III, IV, and V of the supplemental application agree exactly with the corresponding data on the copy of the original application, except that no signature need appear in Section IV.
4. Determine that the producer whose signature appears in Section I, is a producer whose name is entered in Section V of the supplemental application, that the amount entered in column (4) of Section V of the original application for such producer was encircled, and that such producer was not paid under the original application.
5. Encircle the amount in Section V, column (4) of the supplemental application opposite each name entered thereon for which no signature appears in Section I thereof. Encircle the total of column (4) and enter the sum of the unencircled entries immediately to the right of the encircled total.
6. Determine that each signature appearing in Section I is acceptable.
7. If the supplemental application is acceptable in accordance with these instructions, sign in the space for signature of examining clerk in Section III of RF-10, and release the transmittal to the file clerk.
8. If an error is found in a supplemental application steps should be taken to remove the cause of suspension by correspondence with the county office. If, in such case, the supplemental application is returned to the county office for correction, the county office should be instructed to return the application after corrections have been made, on a Form RF-10 in the same manner that regular suspensions are returned except that the RF-10 shall be marked "Supplemental Applications - 1939 Sugar Beet Program."

#### VI. Claims and Adjustments.

Cases involving claims and adjustments under the 1939 Sugar Beet Program will be handled in accordance with the procedure set forth in APS-1, with the exception of claims submitted on Standard Form 1055. In such cases claims of creditors will not be recognized and data with respect to the payment of the funeral expenses of the decedent or a listing of the debts of the decedent will not be required.



VII. Set-offs.

Upon receipt of a suspended application to which has been attached an RF-2, the same procedure as that set forth in APS-1 shall be followed in effecting the set-off against a producer under the 1939 Sugar Beet Program. It shall be clearly indicated on any standard forms that the set-off was made in connection with a payment under the 1939 Sugar Beet Program.

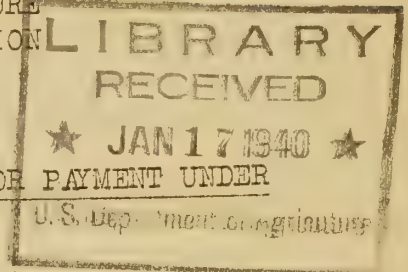
Issued December 18, 1939.

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR HANDLING APPLICATIONS FOR PAYMENT UNDER  
THE 1939 SUGAR BEET PROGRAM



(Applicable only to the State of Texas)

I. GENERAL INSTRUCTIONS

- A. The instructions set forth in SRP-39, Part IV, regarding the receipt and recording of applications, the handling of suspensions, the transmission of lots to the GAO, and the return of applications to county offices shall be followed in handling Forms SB-310, "Application for Payment -- 1939 Sugar Beet Program", (hereinafter referred to as "Application").
- B. Due to the limited number of applications to be handled it is suggested that the functions of the Examining, Suspension, and Computing Units be combined into one unit.
- C. Form SR-319 shall be used in submitting reports on the number of applications handled. This report must be prepared and forwarded in duplicate as of the close of business for the last day of each month until approximately 95% of the applications have been certified after which time no further report need be submitted until all applications have been certified.
- D. The original and all three copies of the application should be received from the county office with the carbon paper intact. In examining an application all copies as well as the original must be examined to determine that they are in agreement, except that:
  1. Any corrections properly initialed by a county committeeman on the original application which have not been entered on the copies shall be entered thereon in the State office and initialed by the clerk making such corrections.
- E. Applications must be examined in their entirety in order to determine all reasons for suspension.
- F. A correction in any of the following items must have been initialed by a county committeeman who signed in section VI:

1. Section II, items (1) to (6), inclusive, (8) and (10).
2. Section III, items 1 to 5, inclusive, 8 and 9.
3. Section V, columns (1), (2), and (3).

Corrections in any other items need not have been initialed.

- G. A correction in any entry other than in item 16 or in item 17 of section III or in column (4) of section V of an application which would increase the payment to any applicant must have been initialed by a committeeman who signed the section VI of the application. If any change or deletion has been made in any printed matter on an application, such application must be suspended.
- H. Any entry which is made in the State office, in accordance with this procedure, must be made on both the original and the copies of the application. Whenever an entry is to be circled in accordance with this procedure, it shall be circled in such a manner that the entry will remain legible.
- I. Entries on the application must be expressed as follows: All acreage and tonnage figures and entries representing hundredweights of sugar (except the entry in item 6 of Section III) must be expressed in tenths; the percentage entries in item 5 of Section III and in column 3 of section V, and all amounts of money must be expressed in hundredths; and the entry in item 6 of section III must be expressed in thousandths. All computations must have been carried two places beyond the number of decimal places required in the result and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to 50 or less, they shall be dropped and if such digits are more than 50, they shall be counted as one and added to the figure in the next decimal place to the left.
- J. Before any applications from a county are examined, it must be determined that there is on file in the State office an acceptable certification signed by a member of the county committee, with respect to disposition of any acreage in excess of the proportionate shares for the farming units in the county. Such certification, which must have been submitted in duplicate, must state whether any sugar beet acreage in excess of the proportionate share was destroyed on any farming unit in the county subsequent to September 29, 1939, and in the event any excess was destroyed subsequent to such date, the serial number of the farming unit or units involved must be stated. If the certification reports destruction of excess sugar beet acreage subsequent to September 29, 1939, on one or more farming units, a notation to that effect shall be entered on SB-317 opposite the serial numbers of such farming units, and applications bearing such serial numbers shall be suspended. The original of the certification shall be forwarded to the General Accounting Office.



## II. EXAMINATION OF APPLICATIONS

### A. Identification.

1. Determine that in the upper right corner there have been entered the State and county code and serial number, the name of the operator-producer, and the name of the beet sugar factory.
2. The serial number should agree with the serial number shown on SB-317, Proportionate Shares or Acreage Allotments.

### B. Date application was filed. No date need appear in the space provided in the upper right corner for the date the application was filed if the application is approved and released to the GAO before July 1, 1940. If the application is released to the GAO on or after July 1, 1940, the date of filing in the county office must appear in the space provided.

### C. Section I - Application and Certification of Producers.

1. The signatures of the producers must appear in the spaces provided, and such signatures must be acceptable under the instructions issued relative to signatures on applications for payment under the agricultural conservation program. The signatures must be in the same style as the printed names of the producers in section V, except as provided in instructions with respect to the agricultural conservation program.
2. Signatures of agents or other fiduciaries appearing in sections I and IV must have been affixed in accordance with the instructions in ACP-16, "Instructions on Signatures and Authorizations." Documentary evidence of appointments of agents and other fiduciaries need not be attached to applications.
3. The date of signing should have been entered opposite each signature.
4. Applications signed by unincorporated State, county, or municipal agencies as applicants must not be approved for payment.

### D. Section II - Required Farming Practices.

1. One or more entries must appear in items (1) to (6), inclusive, of column (a).
2. An entry must appear in item (7), column (a), and another may appear in item (7), column (b). Such entry must equal the sum of the entries in items (1) to (6), inclusive, in the appropriate column.
3. If an entry appears in item (8), the entry in item (9), must equal the result obtained by subtracting from the entry in item (7), column (b), the entry in item (8).

4. If an entry appears in item (10), the entry in item (11) must equal 75 percent of such entry.
5. An entry must appear in item (12) and such entry must equal the sum of the entry in item (7), column (a) and the smaller of the entries in items (9) and (11), column (b).
6. The entry in item (12) must equal or exceed the entry in item 2 of section III.

E. Section III - Computation of Payment. The notation "xx" should appear in any item where the amount to be entered was zero, or where the item was inapplicable.

1. In item 1 there must appear the proportionate share or acreage allotment for the farming unit, which must agree with the entry in column 4 of SB-317.
2. In item 2 there must appear the acreage of sugar beets planted on the farming unit for harvest in 1939 for the extraction of sugar. This entry must not exceed the entry in item 1.
3. In item 3 there must appear the number of acres of sugar beets harvested for the extraction of sugar. This entry must not exceed the entry in item 2.
4. In item 4 there must appear the tonnage of sugar beets marketed (or processed by the producer) for the extraction of sugar.
5. In item 5(a) the percentage of sugar content of sugar beets must appear. An entry must not appear in item 5(b).
6. Determine that the entry in item 6 is the correct rate of commercially recoverable sugar per ton of sugar beets as shown on SB-111 (issued under the 1937 sugar beet program) for sugar beets of the same percentage of sugar content as that shown in item 5(a).
7. In item 7 there must appear the result of the multiplication of the entry in item 4 by the entry in item 6.
8. In item 8 there must appear the normal yield of commercially recoverable sugar per acre, which must agree with the entry for the farming unit as shown on SB-309, Listing Sheet--1939 Sugar Beet Program.
9. In item 9 there must appear the number of abandoned acres, if any.
  - (a) Such entry plus the entry in item 3 must equal the entry in item 2.
  - (b) Where an abandonment payment is not approved by the county committee, the entry in item 11, if any, will have been circled. If an abandonment payment is approved by the

county committee, the cause of the abandonment must have been entered in the space provided beneath item 9. The cause entered must be one or more of the following: drought, flood, storm, freeze, disease, or insects. If any other cause has been entered and if the county committee has approved an abandonment payment, suspend the application, even though such entry is comparable to one of the six causes named, as, for example, "hail" or "grasshoppers." In addition, it must be determined that there is on file in the State office a statement from the county committee designating the county or a local producing area within the county as an "abandonment and deficiency" area and in the case of a local producing area, that the farming unit covered by the application is within such area.

10. In item 10 there must appear the result of the multiplication of the entry in item 8 by the entry in item 9.
11. In item 11 there must appear the result of the division of the entry in item 10 by the numeral 3.0.
12. In item 12 there must appear the result of the multiplication of the entry in item 3 by the entry in item 8.
13. In item 13 there must appear the result of the multiplication of the entry in item 12 by 0.80.
14. If an entry other than "xx" appears in item 14, such entry must be the result obtained by subtracting from the entry in item 13, the entry in item 7. Where a deficiency payment is not approved by the county committee, the entry in item 14, if any, will have been circled. If a deficiency payment is approved by the county committee, the cause of the deficiency must have been entered in the space provided beneath item 14. The cause entered must be one or more of the following: drought, flood, storm, freeze, disease, or insects. If any other cause has been entered and if the county committee has approved a deficiency payment, the application must be suspended. In addition, it must be determined that there is on file in the State office a statement from the county committee designating the county or a local producing area within the county as an "abandonment and deficiency" area and in the case of a local producing area, that the farming unit covered by the application is within such area.
15. The entry in item 15 must be the sum of the entry in item 7, and the uncircled entries in items 11 and 14. If the farming unit has not been approved for an abandonment or deficiency payment, the entry in item 15 will be the same as the entry in item 7.

F. Section IV - Certification of Producer-Processor.

1. If there was any producer on the farm in 1939 who was also, either directly or indirectly, a processor of sugar beets in 1939, the



name of the sugar company with which such producer was connected will appear on the second line and the signature of the producer-processor will appear in the space provided.

2. Whenever either the name of the sugar company or the signature of a producer-processor appears, the other must also appear.
3. The date of signing should have been entered in the space provided.
4. The producer-processor must also have signed in section I, and both signatures must be in the same style.

Note: All persons who in 1939 were producers as well as processors of sugar beets have been determined to have met the "fair price" condition for payment.

G. Section V - Distribution of Payment to Producers.

1. In column 1 there must appear the names of all producers who are entitled to share in the payment.
2. In column 2 there must appear the addresses of all producers whose names appear in column 1.
3. In column 3 there must appear the percentage share of the 1939 crop to which each producer whose name appears in column 1 is entitled. Percentage entries must be expressed in hundredths.
4. Verify the total of column 3. Such total must equal 100.0.
5. If the name of a producer appears in column 1 and the signature of such producer does not appear in section I, there must be attached an explanation signed by a member of the county committee showing the reason for the failure of such producer to sign.

(a) The person designated by the State committee shall determine the acceptability of the explanation, and if such explanation is not acceptable, the application shall then be suspended. If no explanation is submitted, the application likewise shall be suspended.

(b) The space provided for an entry in column 4 opposite the name of such producer shall be circled.

H. Section VI - Certification of County Committee. The certification must have been signed on behalf of the county committee by a member thereof. The person signing must not be an applicant on such Form SB-310.

I. Approval of Applications. All applications in the lot which are acceptable in accordance with this procedure shall be initialed by the clerk who examined them.

### III. COMPUTATIONS TO BE MADE ON APPLICATIONS

- A. Item 16, Section III. Enter in this item the result of the multiplication of the entry in item 15 by \$0.60.
- B. Item 17, Section III.
  1. Enter after the words "deduction of" the rate of deduction for county association expenses.
  2. Enter after the dollar symbol the result of the multiplication of the entry in item 16 by the percentage obtained by subtracting the rate of deduction for county association expenses from 100%.
- C. Column (4), Section V.
  1. Enter on each line in column 4 the result of the multiplication of the entry on such line in column 3 by the entry in item 17, Section III.
  2. Enter in the space for the total of column 4, the total of the uncircled amounts in such column, and determine that such total plus the total of any circled amounts in such column does not vary from the entry in item 17, section III by more than 10 cents.

### IV. PREPARATION AND DISTRIBUTION OF VOUCHER AND SCHEDULE FORMS

- A. Before preparing any voucher and schedule forms determine that the lot does not contain both applications filed in the county office before July 1, 1940, and applications filed on or after that date.
- B. Form S-1-Revised, "Public Voucher for Sugar Payments - Continuation Sheet."
  1. Form S-1-Revised (hereinafter referred to as Form S-1) shall be prepared in quintuplet, original on S-1 (white) and four copies on S-1a (yellow). Data shall be entered thereon as follows:
    - (a) Enter the names of the State and county in the spaces provided.
    - (b) Enter the administrative number in the space provided. This number shall be the lot number preceded by the State and county code numbers.
    - (c) Enter in the spaces provided the number of the sheet being prepared and the total number of sheets necessary to list data for all approved applications in the lot.
    - (d) In column (a) enter the serial numbers of all approved applications in the lot. Repeat the serial number for each payee who is being paid under the same application.

- (e) In column (b), in the left part thereof, enter the name and address of each payee. List only those payees whose names and addresses appear in columns 1 and 2, respectively, of section V of the application and for whom amounts not circled appear in column 4 thereof.
- (f) In column (c) enter the amounts not circled appearing in column 4 of section V of the application. Care should be taken to be certain that the proper amounts are entered opposite the names of the payees who are entitled to such amounts.
- (g) Enter the total of column (c) on the last sheet of the Form S-1 (original and all copies).
- (h) Make no entries in column (d).
- (i) Make no entry after the words "Checks dated" or the words "Checked by" in the lower part of the form.
- (j) The typed initials of the person preparing Forms S-1 shall be entered at the bottom of all copies of the last sheet.

C. Form S-2-Revised, "Public Voucher for Sugar Payments."

1. Before Form S-2-Revised (hereinafter referred to as Form S-2) is typed, a copy of such form shall be prepared in pencil, as follows:

- (a) Enter a "0" in the last line of the certification following the words "are unknown, aggregate."
- (b) Enter in the sixth line of the certification opposite the words "the amounts aggregating" the total of column (c) of Form S-1 for the lot.
- (c) Enter in the sixth line of the certification after the words "Rate of" the rate of deduction for county association expense as shown in item 16 of section III of all applications in the lot.
- (d) Enter in the fifth line of the certification opposite the words "expenses totaling" the amount being deducted as the county association expense, which shall be determined as follows:

- (1) Determine the "association expense factor" by subtracting the county rate of deduction from 100% and dividing this result into such county rate. This factor shall be expressed in decimals carried to five places. For example, assuming the county expense rate for county "X" is 1.2% the factor will be

100% minus 1.2% - 98.8%  
1.2% divided by 98.8% - .01214 - association  
expense factor for county "X".



- (2) Multiply the entry in the sixth line of the certification opposite the words "the amounts aggregating" by the factor obtained in (1) of this sub-paragraph (d), and enter the result opposite the words "expenses totaling" in the fifth line of the certification on Form S-2.
  - (e) Enter in the fourth line of the certification opposite the words "gross amounts aggregating" the total obtained by adding the amounts obtained in (b) and (d) of this paragraph 1.
2. When the pencil copy of Form S-2 has been completed, Form S-2 shall be typed in quadruplicate, original on S-2 (white, and three copies on S-2a (yellow). Enter data on this form as follows:
- (a) The space for the D.O. voucher number shall be left blank.
  - (b) Enter in the space provided in the upper right corner the administrative number, as shown on Form S-1.
  - (c) Enter following the word "Appropriation" the symbol and title of the appropriation against which the payments will be charged.
    - (1) If the voucher and schedule contain only applications which are shown as filed in the county office on or before June 30, 1940, type or stamp thereon  
"1202205(23)3 - 0353 -74 - (county code) -  
Administration of Sugar Act of 1937, Department of Agriculture, 1940 (Sugar Division) Payments to Producers."
    - (2) If the voucher and schedule contain only applications which are shown as filed in the county office on July 1, 1940, or thereafter, the 1941 appropriation, the symbol and title of which will be furnished later, will be chargeable.
  - (d) Enter after the word "Office", the word "Texas".
  - (e) Enter "College Station" after the words "prepared at".
  - (f) Enter on the line beneath the words "Persons named on attached continuation sheet (payees)" the name of the first payee listed on the first sheet of the set of Forms S-1 for the lot, followed by the phrase "et al." if there is more than one payee listed on Form S-1.
  - (g) Enter data in the certification as follows:
    - (1) Enter on the first line the numbers of the first and last pages of Forms S-1 for the lot.



- (2) Complete the year in the third line of the certification by entering "39".
- (3) Enter on the remaining lines the amounts entered in the corresponding lines of the Form S-2 which was prepared in pencil.
- (4) Enter in the space immediately above the space for the date, the number of applications scheduled for payment on the Forms S-1 for the lot.
- (5) The original Form S-2 must be signed by a duly authorized Administrative Certifying Officer.
- (6) The title of the person signing together with the date of signing must be indicated in the spaces provided below the signature. (The date of each Form S-2 to be covered by the same Form S-3 should agree with the date on Form S-3.)
- (7) Copies of Form S-2 must bear either the rubber stamp facsimile signature or the typed name of the certifying officer.
- (8) The typed initials of the person preparing Form S-2 shall be entered at the bottom on all copies of such forms.

D. Form S-3-Revised, "Schedule of Disbursements (Sugar Payments)". Form S-3-Revised (hereinafter referred to as Form S-3) shall be prepared in sextuple (original and five copies). This form may include one or more Forms S-2. Prepare the form as follows:

1. Enter "Texas" above the words "Bureau or office", to the left of the letters "AAA."
2. Make no entry in the space designated "Date Paid".
3. Enter "Dallas, Texas" above the word "Station".
4. Enter after the word "Period", the name of the month in which it is expected the vouchers will be paid.
5. Enter after the words "Symbol No.", the symbol number which is furnished by the Regional Disbursing Office.
6. Enter the bureau schedule number in the space provided. A separate series of schedule numbers, beginning with "1" and preceded by the letters "SB", shall be used for payments under the 1939 sugar beet program.
7. Enter after the word "Date", the date on which the schedule is prepared.



8. Enter after the words "Appropriation or fund", the symbol and title of the appropriation as entered on Form S-2.
  9. Make no entries in columns (a) and (b).
  10. Enter in column (c) the administrative number from the Form S-2.
  11. Enter in column (d) the name of the payee as shown on Form S-2 which will be the name of the first payee on each set of Forms S-1.
  12. Enter in column (e) the amount entered on line 4 of the certification on Form S-2.
  13. Enter in column (f) the amount entered on line 5 of the certification on Form S-2.
  14. Enter in column (g) the amount shown on line 6 of the certification on Form S-2.
  15. Obtain and enter the totals of columns (e), (f), and (g) in the spaces provided.
  16. Stamp or type on the third copy of Form S-3 the following notation:  
"Forward to Control Accounts and Reports Section, Agricultural Adjustment Administration, Department of Agriculture, Old Post Office Building, Washington, D. C."
  17. The original Form S-3 must be signed by a duly authorized Administrative Certifying Officer.
  18. The title of the person signing must be inserted in the space provided.
  19. Copies of Form S-3 must bear either the rubber stamp facsimile signature or the typed name of the certifying officer.
  20. The typed initials of the person preparing Forms S-3 shall be entered at the bottom on all such forms.
- E. Distribution of Forms S-1, S-2, and S-3.
1. Forms S-1. The original and four copies together with the lot should be transmitted to the GAO. The GAO will retain one copy, return one corrected copy together with any Forms 117A (in quadruplicate) and suspended applications, to the State office, and transmit the original and two copies to the Regional D. O. The Regional D.O. will retain the original, return one copy with the check numbers listed thereon to the State office, and transmit one copy with the checks to the treasurer of the county association.
  2. Forms S-2. The State office will retain one copy and transmit the original and two copies to the GAO. The GAO will retain



one copy, transmit the original to the Regional D.O., and return one corrected copy to the State office which should be routed to the State Accountant.

3. Forms S-3. The original and all five copies should accompany the lot to the State Accountant who will determine whether funds are available for payment. If funds are available the State Accountant shall stamp the original "Funds available", detach one copy for his use and forward the original and four copies to the GAO. The GAO will retain one copy, and transmit the original and three copies to the Regional D.O. The Regional D. O. will retain the original and one copy, return one copy to the State office which shall be forwarded to the State Accountant, and transmit the copy so designated to the Control Accounts and Reports Section, Washington, D. C.

#### IV. SET-OFFS AGAINST SUGAR BEET PAYMENTS

The set-off procedure in connection with the 1939 Agricultural Conservation Program shall be followed in making set-offs against sugar beet payments, except that the appropriation will be different.